

# Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 www.sacrt.com

## Procurement Analyst II Internal / External

**Salary:** \$ 60,996 - \$ 85,356 annually  
(Plus Excellent Benefits)

**Posting Date:** December 8, 2016 (Thu)  
**Filing Deadline:** December 28, 2016 (Wed)

### SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

#### BRIEF DESCRIPTION

The purpose of this position is to provide complex procurement analysis and support for the District. This is accomplished by developing solicitation packages for procuring materials/supplies, professional, architectural and engineering services, public works, construction and commodities, analyzing proposals and determining contract strategies, soliciting and scheduling funding and authorizations, evaluating bid and proposals for technical compliance, developing and monitoring project management timelines and spreadsheets, coordinating contract specifications such as complying with insurance requirements, determining prevailing wage for the projects, and approving payroll documents. Other duties include reviewing assignments of clerical staff, and coordinating interdepartmental projects.

#### ESSENTIAL FUNCTIONS

Solicits bids by performing analyst duties, developing packages for construction, procurement and professional services in accordance with District and FTA policies and procedures, writing project scopes, technical specifications and project schedules, coordinating contract execution and timelines with managers, and conducting pre-proposal and pre-bid meetings to answer questions from bidders and proposers; procures materials/supplies as needed. Provides project management and contract administration by coordinating multiple projects in various stages, facilitating award of contracts, ensuring vendor compliance with contract insurance, verifying contractor's licenses, resolving back wage issues, evaluating and approving prevailing wages and certified payroll documents, coordinating with District staff to determine DBE goals for the project and preparing a project agenda, evaluating pre-qualification packages, participating in contract negotiations, verifying funding and tracking payments, and preparing and submitting completion notices for official records. Prepares documents and correspondence by creating various forms, formal notices and supporting documentation, coordinating mail out of solicitation packages, preparing and sending document requests to prospects, preparing and updating bid documents, and developing status reports for senior staff, RT departments and public agencies. Evaluates bids by performing analyst duties, coordinating receipt of bids and proposals, determining low bidders ensuring technical compliance, maintain project spreadsheets, reviewing procurement history data, preparing summaries for recommending awards, coordinating and scheduling contract negotiations and meetings, and conducting consultant selection process. Completes program, policy and procedure analysis by preparing cost analyses, complying with public contract code and District procurement ordinances, updating databases, explaining federal, state, local, and District programs, policies and procedures to staff and outside agencies, researching funding opportunities for projects and determining appropriate avenues, determining prevailing wage requirements, and verifying the information on the certified payroll is complying with federal and state wages. Performs information tracking and reporting by conducting contract administration, developing and maintaining project management spreadsheets, creating, updating, and maintaining purchase orders, vendor data, and related databases, preparing reports, reviewing and ensuring compliance guidelines for funding, copying, filing, and archiving, tracking and coordinating document retrievals with departments, and assessing and monitoring project DBE requirement activities and compliance, participates in public outreach events, as needed, to enhance participation of Small Business/DBE suppliers.

#### MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree from an accredited college or university in Business or closely related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each one (1) year of required education.

**Experience:** Three (3) years of experience performing procurement related activities.

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirements.**

#### FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaire, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento CA 95816, or through our Website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, supplemental questionnaire, and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, December 28, 2016, at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**RT is an Equal Opportunity Employer. EOE - Minorities/Women/Disabled/Veterans**

**(Supplemental Questionnaire on Reverse Side)**

# Sacramento Regional Transit District Supplemental Questionnaire

## Procurement Analyst II

**Final Filing Date: Wednesday, December 28, 2016**

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

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**Please answer the following questions. Limit your answers to no more than two double-spaced typed pages for each question. Attach answers on a separate sheet of paper and number each item accordingly.**

1. Please describe, in detail, your experience and specific role soliciting bids and awarding public works contracts. In your description, include the employer(s), and number of years/ months you performed the duties.
2. Please describe, in detail, your experience and specific role in procuring parts, supplies, and equipment including any experience in a public agency. In your description, include the employer(s), and number of years/ months you performed the duties.
3. Please describe, in detail, your experience soliciting Requests for Proposals (RFP's) for Professional Services, including the activities involved in the solicitation period and award of contract. In your description, include the employer(s), and number of years/ months you performed the duties.
4. Please describe what methods, including computer systems, you have used for organizing, prioritizing and tracking your various contract activities. In your description, include the employer(s), and number of years/ months you performed the duties.