



San Joaquin Regional Transit District  
421 E. Weber Avenue  
Stockton, CA 95202  
(209) 943-1111

**SAN JOAQUIN REGIONAL TRANSIT DISTRICT  
EMPLOYMENT OPPORTUNITY**

**PROCUREMENT CONTRACTS SENIOR SPECIALIST  
Depending on qualifications (DOQ)  
Minimum salary range starts at \$63,503**

**Open Recruitment**

**Closing Date: until filled**

**JOB SUMMARY:**

Under direction of the Director of Procurement, performs routine to moderately difficult and highly responsible duties in the development and administration of RTD contracts for construction projects, equipment purchases, consulting services, and administrative services; monitors and assures contract compliance with terms, conditions, and cost performance provisions of contracts; reviews, verifies, and processes contractor invoices for payment within contract and budget provisions; and performs other duties as assigned.

**EXAMPLES OF DUTIES:**

1. Assists in developing and administering contracts for construction projects, administrative services, equipment purchases, consulting services, and a variety of other specialized services; reviews and/or participates in the development of specifications and definitions of scope of work; drafts and prepares contracts, Requests for Proposal (RFP's), Requests for Quotation (RFQ's), and other bidding documents; coordinates with department staff in converting bid proposal documents to posting formats; negotiates contract terms and conditions and contract changes and addenda with contractors; tracks contract amendments and scope of work change orders; monitors progress and performance against contract requirements and provides reports to department and project managers; within limits of authority, negotiates and approves changes to scope of work within overall limits of contract budgets and RTD policies, procedures, and applicable legal requirements; drafts contract correspondence; prepares and maintains documentation on a wide variety of contract and contract administration issues.
2. Participates in developing standard contract language for terms and conditions and contract templates applicable to RTD contracting needs; develops standard forms for individual and blanket purchase orders to ensure standard practices and protection of RTD's interests.
3. Performs detailed review and analysis of contractor invoices to ensure conformance with contract provisions and budget; requests additional information and invoice modifications to ensure compliance with contract terms and conditions; briefs management on contract management problems and disagreements and recommends appropriate courses of action; recommends the payment of contractor invoices.
4. Conducts pre-bid meetings and represents initiating departments at bid openings; chairs consultant selection committee meetings; serves as point of contact between department staff and contractors to provide information and resolve issues.
5. Creates contract filing systems, including original contract agreements and amendments; maintains and updates files; distributes contract documents to parties at interest and upon request; maintains contract and funding logs and related specialized records.
6. Attends pre-award negotiations sessions with contract initiators and chairs kick-off meetings for new contracts; creates and maintains a record of negotiation discussion and agreements for later reference in administering contracts.

7. Provides assistance to purchasing staff as needed.
8. Prepares special reports and analyses; performs special projects as requested.
9. At the senior specialist level, may act for the Procurement Contracts Manager in that individual's absence.
10. Performs other incidental and related duties as required and assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Procurement Contracts Senior Specialist is the advanced journey-level class in the professional contracts class series. Under minimal supervision, the incumbent independently performs the most difficult and highly responsible activities associated with development and administration of contracts for construction, consulting, administrative services, and equipment purchases for RTD.

Assignments require a thorough understanding of public agency contracting and are received in the form of broad policies, objectives, and procedures to be applied in the contract administration process. An incumbent is expected to exercise initiative and judgment in carrying highly detailed issues through to completion. Incumbent may provide lead work guidance and direction or project management oversight to a small number of other professional or technical staff, but do not have full supervisory responsibility.

Successful candidates may be hired at either the Analyst, Specialist, or Senior Specialist level depending on experience/qualifications.

### **EMPLOYMENT STANDARDS:**

**Senior Specialist:** Graduation from an accredited four-year college or university with major coursework in acquisitions, business or public administration, engineering or a closely related field; and five to seven years of progressively responsible experience in developing and administering contracts for a public agency, at least two of which were at the level of Procurement Specialist-Contracts.

### **Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license

### **KNOWLEDGE:**

1. Principles, practices, methods used in public agency contracting and contract administration.
2. Basic principles and practices of public facilities construction, including civil engineering and engineering inspection.
3. Local, state, and federal laws and regulations governing public agency contracting and contract administration.
4. Office and records management practices and procedures.
5. Principles and practices of sound business communication.

### **ABILITY TO:**

1. Analyze and make sound recommendations on complex technical data and legal requirements associates with contract administration.
2. Evaluate contract documents and make sound decisions on their administration and enforcement.
3. Understand, interpret, apply, and explain state and federal laws and regulations applicable to areas of responsibility.
4. Negotiate effectively on behalf of RTD.
5. Review contractor invoices, perform complicated cost calculations, and make accurate determinations on contractor payments.
6. Analyze complex confidential problems, evaluate alternatives, and make sound, appropriate recommendations.

7. Organize, set priorities, and exercise sound independent judgment and initiative within established guidelines.
8. Interpret RTD personnel policies and procedures and applicable local, state, and federal legislation.
9. Operate a computer using word processing and other business software.
10. Organize and maintain office and specialized confidential files and complete contract records.
11. Communicate clearly and effectively, orally and in writing.
12. Understand and follow oral and written instruction.
13. Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
14. Establish and maintain effective customer-focused working relationships with all levels of RTD management, employees, employee organizations and their representatives, other governmental officials, community groups, consultants, vendors, and the public.

Reasonable accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described below must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Physical Demands:**

While performing the duties of this class, an employee is regularly required to sit, talk and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand, walk, and lift up to ten pounds. Specific vision abilities required by this class include close vision and the ability to adjust focus. **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, employees, representatives of employee organizations, applicants, governmental officials, and the public.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee works under typical office conditions and the noise level is moderately quiet.

***The District offers a competitive employee benefit program that includes:***

**INSURANCE:** RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.

**SICK LEAVE:** 12 days per year for all full-time employees.

**VACATION:** Two (2) weeks to six (6) weeks depending on length of service for full-time employees.

**RETIREMENT:** RTD participates in a 401(a) retirement plan requiring a 10% employee contribution, with a 10% match from RTD.

**EMPLOYMENT PROCESS:** Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy. The selection process for this position may include a written assessment.

**NOTE:** All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

**SUBSTANCE ABUSE TESTING:** Substance abuse tests paid by the Transit District are required of each prospective employee. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability.

Employment is conditional on successfully passing drug and alcohol tests, reference checks, and a background investigation.

**TO SUBMIT AN APPLICATION:** Visit our jobs page online at [www.sanjoaquinRTD.com/jobs](http://www.sanjoaquinRTD.com/jobs)

**The provisions of this bulletin are subject to change without notice and do not constitute an express or implied contract.**