

SAN MATEO COUNTY TRANSIT DISTRICT

Director, Contracts and Procurement

Salary Range:
\$149,062 - \$223,592



San Mateo County
TRANSIT DISTRICT



Seeking an experienced professional who has expertise in contracting and procurement, preferably with capital projects in the public transportation sector. The greater Silicon Valley region will offer a premier quality of life for the successful candidate.



THE SILICON VALLEY COMMUNITY

San Mateo County was formed in April 1856 out of the southern portion of then-San Francisco County with a population of fewer than 5,000 people and little in the way of commerce. Today, more than 764,000 people call San Mateo County home and it stretches the boundary of Silicon Valley northward. Innovation thrives here in industries including bioscience, computer software, green technology, hospitality, financial management, health care, education and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare and natural resources of the community.

Within its 455 square miles bordered by the Pacific Ocean to the west and San Francisco Bay to the east, the County is known for its mild climate and scenic vistas. Nearly three quarters of the county is open space and agriculture remains a vital contributor to the economy and culture.

Community Resources

San Mateo County Transit District: www.smctd.com

SamTrans: <https://www.samtrans.com/>

Housing: <https://www.samcar.org/>

Schools: <https://www.smcoe.org/about/districts-and-schools/school-district-information/>

Convention and Visitors Bureau: <https://www.smccvb.com/>

Parks: <https://parks.smcgov.org/>

SAN MATEO COUNTY TRANSIT DISTRICT

The San Mateo County Transit District (District) is the administrative body for the principal public transit and transportation programs in San Mateo County and serves nearly 100,000 customers each weekday on its SamTrans buses, Redi-Wheel paratransit vehicles, Caltrain commuter rail cars and shuttles, as well as a robust capital program. The District, which is in the heart of the San Francisco Bay Area, is also the managing agency for the San Mateo County

Transportation Authority (TA). Caltrain and the TA have contracted with the District to serve as their managing agency, under the direction of their appointed boards.

The Board of Directors consists of nine members from various leadership positions in the community with the following composition: two members from the county Board of Supervisors; one transportation expert appointed by the Board of Supervisors; three city councilpersons, appointed by the City Selection Committee; and three public members, one of whom must reside on the coastside, appointed by the above six members.

The District employs approximately 850 people, most of whom divide their time between SamTrans, the TA, and Caltrain. While the train engineers don't drive buses, or vice versa, the same administrative employees who pay the bills, answer the telephones in the Customer Service Center, plan new services and programs, hire new employees, and perform all other administrative tasks, spend a portion of their time working for Caltrain and the TA. The District is a legally separate and financially independent entity that is not a component unit of San Mateo County or any other organization.



The Finance Division is responsible for financial accounting and reporting, capital budgeting, operational budgeting, payroll and vendor disbursements, investments and cash management, debt management, revenue control, procurement, risk management, and information technology.

Mission: To supply the public with a high-quality, safe and efficient transportation system that should enhance quality of life by increasing access and mobility, reducing congestion, improving the environment and promoting economic vitality.

Vision: The District is a mobility leader, providing transportation choices and a sustainable future that meets the needs of our diverse communities.



THE POSITION AND IDEAL CANDIDATE

The Director, Contracts and Procurement reports to the Chief Financial Officer and is responsible for direction of the contracts and procurement department for the District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA). This position will oversee all phases of procurement of supplies, equipment, rolling stock, materials, services, professional services, construction, other public works projects, and asset disposition.

Examples of Essential Functions:

- Oversee the development of all formal and informal RFQs, RFPs, and IFBs and related activities. Determine which general and special provisions are to be included, depending on the funding agency and individual project needs.
- Authorize award of procurement contracts and amendments, consistent with procurement policies and procedures.
- Coordinate with staff, legal counsel, and Risk Management to resolve complex purchasing issues. Interpret provisions of Federal and State regulations pertinent to procurement.
- Develop, implement, and maintain standards, policies, procedures, budgets, and records for department operations that fit within the statutory framework of each agency.
- Responsible for the department's response to various agency audits: address requests and findings, conduct training as needed.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

Examples of Duties:

- Responsible for development of and adherence to agency procurement manual's policy and procedures.
- Oversee and ensure the preparation of cost/price analyses and validation of "sole source" justifications is completed as required.
- Prepare and present written and verbal reports to Boards of Directors for each agency, including determinations for contract awards, bid rejections, terminations and arguments to support adjudication of bid protests.
- Oversee the agency's Procurement Credit Card Program.
- Develop and monitor the department's budget.

- Coordinate resolution of process related issues in the Enterprise Resource Planning software in collaboration with stakeholders to achieve efficiencies and effectiveness
- Support business process improvements through the implementation of industry best practices and new technology.
- Develop and implement procurement training programs for department and agency staff.
- Develop and maintain metrics to measure operational transactions and department performance.
- Oversee that the department's procurement records are maintained and disposed of in conformance with State and agency guidelines.
- Responsible for the sale or other disposition of surplus equipment and scrap items under \$150,000 in accordance with the Procurement Policy.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.

The ideal candidate should be nimble and able to navigate competing priorities by leading other managers and the staff of 20. Familiarity with federal procurement regulations is important and experience with public works and capital construction projects is necessary. The best fit will be an independent leader who can take ownership and responsibility while keeping their leadership informed of important issues and needs.

Candidates should enjoy a fast-paced environment that is rarely boring with a diverse portfolio of projects and services. Organizational investment in transportation infrastructure will be in the billions of dollars and the professional staff is eager and ready to support the new Director in managing critical procurements. Staff members enjoy a dynamic organization that fosters personal development and professional advancement. The District's core values include integrity, customer focus, respect, quality, teamwork, leadership, and accountability – the successful candidate will champion these values and foster a culture of customer service, both inside and outside of the organization.



Education & Experience

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position is required. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Business Administration, Public Administration, Economics, Finance, or related field.
- Seven (7) years full time professional experience in procurement and contract administration management.
- Three (3) years full time management or supervisor level experience in procurement and contract administration.

Desired attributes include transportation agency experience, skill with an Enterprise Resource Planning System (PeopleSoft), and advanced education such as a Master's Degree, CPPB, or CPPO.

COMPENSATION & BENEFITS

The annual salary range for this position is **\$149,062 - \$223,592**. Appointment within the salary range will depend on the qualifications of the successful candidate. In addition, the District offers a generous benefit package. For more information beyond the summary below, visit:

<http://www.smctd.com/jobs.html#benefits>

- **Retirement:** Membership in California Public Employees' Retirement System (CalPERS) under the 2% @ 60 formula for classic employees or 2% @ 62 for new employees.
- **Cafeteria Health Plans:** 100% District-paid premiums for Dental, Vision, and Group Life Insurance. Medical plan offerings include selections from Anthem, Blue Shield, HealthNet Smart, Kaiser, PERS Choice PPO, and PERS Select PPO.

- **Paid Time Off:** Up to 26 days of accrued Paid Time Off, seven holidays, and five floating holidays
- **Other Benefits:** Supplemental life insurance, long-term disability, state disability, workers compensation, 457 deferred compensation plan, flexible spending account, tuition reimbursement, employee assistance program, computer loan, and credit union access.

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The initial review of resumes will occur on **Monday, June 8, 2020**. To be considered for this opportunity, please submit a cover letter, resume, and list of six professional references via: <https://executivesearch.cpshr.us/JobDetail?ID=651>

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the agency. Thorough reference and background checks will be conducted once mutual interest has been established. Prior authorization from the finalist will be obtained first.