CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2016-25
CLOSING DATE: OPENED UNTIL FILLED

Job Title: Director of Procurement **FLSA Status:** Exempt **Grade:** 33

Work Location: 5658 Bear Lane **Department:** Procurement

Reports To: Managing Director of Administration **Salary:** $76,876.80 - $119,142.40 *(Min-Max Annual)*

Position Summary: Under the general direction of the Managing Director of Administration, is responsible for directing the contracting and purchasing activities for the RTA in accordance with Federal and State laws and regulations.

Essential and Marginal Duties and Responsibilities: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Manages the development of the Agency's Procurement Program; develops, identifies, recommends and implements policies and procedures for procurement purposes; trains staff in the implementation of procurement policies and procedures. Compliant with FTA regulations.
- Oversees the award and management of RTA construction, services, and commodity contracts. Ensures all contracts and purchases are conducted and administered in accordance with RTA's procurement regulations and in compliance with all applicable statutes.
- Serves as consultant to other departments in procurements of services and materials, contract development and administration; maintains appropriate records and files to document procurement activities and purchases.
- Serves as the primary contact for contract administration to include facilitating negotiations, conditions, changes, and terminations.
- Administers the procurement process to include oversight of requests for qualifications, requests for proposals, and invitations to bid.
- Develops and implements guidelines for ethical conduct, acceptance of gifts and gratuities, and conflict of interest policies.
- Assures the Regional Transportation Authority (RTA) is in compliance with state and federal procurement regulations and assists with the Disadvantaged Business Enterprise (DBE) program.
- Supervises department personnel by ensuring activities comply with all RTA personnel policies, practices, and procedures in all areas of employment such as work assignment and review, training, performance evaluation, discipline, and safety.
- Develops, monitors, and adheres to annual department budget.
- Prepares and reports to Board of Directors about issues relevant to areas of responsibility.
- Performs other duties as assigned including, but not limited to: general contract solicitation and monitoring activities.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:
Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources; and
- Procurement and Purchasing Best Practices;

- Requires comprehensive knowledge of Buy Board and other similar purchasing networks;
- FAR/FTA Procurement regulations and DOT regulations
- Buy America and DBE policies and practices

Ability to:

- Manage multiple complex projects within fast-paced working environment;
- Think critically and to establish and maintain effective working relationships with a variety of contractors and RTA staff;
- Communicate effectively verbally and in writing;
- Manage people and willingly foster a positive work environment;
- Exercise independent judgment and responsible decision making;
- Comply with Regional Transportation Authority policies and procedures; and
- Make effective presentations to the Board of Directors and other parties.
- Correct English usage, spelling and vocabulary. Knowledge of correct Spanish usage, spelling and vocabulary is strongly preferred.

Skills:

- Negotiate and write contracts;
- Strong verbal and writing communication skills;
- Manage time of self and subordinates;
- Demonstrated strong analytical, problem solving and negotiation skills;
- Demonstrated excellent interpersonal relationship and teambuilding skills to work with a culturally and economically diverse community and to implement assigned programs and supervise assigned personnel;
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s);
- Proficiency in Microsoft Word and/or similar word processing application(s); and
- Proficiency in Microsoft PowerPoint and/or similar application(s).
- Bilingual skills are strongly preferred.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree from an accredited college or university in Business, Public Administration or a related field. Master's degree preferred.
- **Experience:** Five (5) years of progressively responsible procurement experience, including three (3) years directing and overseeing professional staff. Must have at least three (3) years experience as a purchasing agent writing service contracts, capital equipment purchases, and construction contracts. .
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate RTA vehicles. Certified Public Procurement Officer preferred.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.