



Solutions that move you



**ANNOUNCING AN EXCITING
EMPLOYMENT OPPORTUNITY FOR:

MANAGER OF PROCUREMENT,

CONTRACTS, AND MATERIALS**

Final Filing Date: December 8th, 2017

Recruitment Services
Provided by

Koff & Associates

The Organization

Santa Clara Valley Transportation Authority (VTA) is an independent special district that provides sustainable, accessible, community-focused transportation options that are innovative, environmentally responsible, and promote the vitality of the Silicon Valley region. VTA provides bus, light rail, and paratransit services, as well as participates as a funding partner in regional rail service, including Caltrain, Capital Corridor, and the Altamont Corridor Express. As the County's congestion management agency, VTA is also responsible for countywide transportation planning and capital project delivery, including congestion management, design and construction of specific highway, pedestrian, and bicycle improvement projects, as well as promotion of transit oriented development. VTA provides these services throughout Santa Clara County, including the municipalities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale.



Working under the direction of a 12-member Board of Directors composed of County and city representatives, VTA has a \$475 million annual operating budget (FY18). VTA serves a 346 square mile urbanized area with approximately 2,200 employees in the following divisions:

- Chief of Staff
- Government Affairs
- Business Services
- Engineering & Transportation Program Delivery
- Planning & Programming
- Finance & Budget
- Operations
- Board Secretary
- Office of the General Counsel

VTA's Core Business Lines

VTA is segmented into three core *Business Lines*, namely:

- **Faster, Frequent, Reliable Transit** – This business line involves developing and maintaining a highly integrated transportation network with a focus on transit.
- **Delivering Projects and Programs** – This business line involves VTA's work to discover, create and develop transportation.
- **Transportation System Management** – This business line involves VTA's role as the comprehensive unifier and transportation advocate for Santa Clara County.



The Position

VTA is looking for a dynamic, results-oriented individual to manage and direct the units responsible for the procurement of materials, equipment, and professional services. This functional position serves in the capacity of VTA's Chief Procurement Officer and plays a critical role in ensuring that all contracts required to deliver transportation solutions and move VTA and the region forward are successful.

The Manager of Procurement, Contracts, and Materials is responsible for managerial direction and oversight of all procurement, contract administration, and materials management functions. The position provides oversight of three VTA units: Professional Services Contracts; Construction Contracts; and Procurement & Materials Management. The incumbent acts as a resource to VTA managers regarding procurement of commodities, contracts for construction and/or professional services, and inventory distribution and management.

The Ideal Candidate Will:

- ✓ Understand principles and practices of contract administration for public agencies including contract development, preparation, negotiation, and administration, and formalized competitive vendor selection processes for the procurement of materials, services, construction, and capital equipment.
- ✓ Direct negotiation strategies and negotiate complex multi-million dollar contracts.
- ✓ Utilize methods and techniques of materials management, inventory control, quality assurance, and warranty control programs.
- ✓ Understand principles, practices, and techniques of large scale purchasing and methods employed in the preparation of specifications and analyses of bids.
- ✓ Have customer/client focus, and establish and foster relationships with internal/external stakeholders.
- ✓ Be challenged with revamping the department's performance through counsel, motivation, and selection of staff while navigating a union environment, and in compliance with VTA policies on equal opportunity, discrimination, and harassment prevention.
- ✓ Plan, organize, direct, implement, and evaluate departmental programs, goals, and objectives in the assigned area.
- ✓ Take initiative, reason logically, and be creative in developing and introducing new ideas.
- ✓ Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- ✓ Interpret and effectively utilize management information reports.
- ✓ Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- ✓ Have experience affecting organizational change.
- ✓ Possess strong leadership skills.
- ✓ Effectively communicate in person, over the telephone, and in writing; demonstrate emotional intelligence to work effectively with others.

Key Responsibilities

- In keeping with voter-approved Measure A, the Manager of Procurement, Contracts, and Materials will oversee the procurement aspect of the BART extension line to Santa Clara County. This will be one of the largest procurement contracts in the history of the County.
- Plans, manages, directs, reviews, and evaluates the work of all Procurement, Contracts, & Materials Management staff.
- Directs the development and administration of the annual budget; approves the forecast of funds needed; approves expenditures and implements appropriate budget adjustments.
- Directs procurement, contracts administration, inventory control, materials management and property disposal, and develops related policies and procedures to ensure compliance with applicable laws, regulations, grantor requirements and VTA policies and standards.
- Directs the review and analysis of reports on materials usage and equipment failure rates.
- Directs the preparation and negotiation of public works proposals, and competitive/non-competitive consultants and service contracts.
- Executes major contracts on behalf of VTA within signature authority as delegated by the General Manager.
- Assists VTA managers with their development of short-term and long-range strategic procurement, contract administration, and materials management plans.
- Establishes contract authority and competitive vendor selection processes to ensure that all VTA purchases are obtained at reasonable costs from qualified suppliers, and are in accord with the public interest.
- Reviews and approves complex contract documents for major purchases and construction projects.
- Represents VTA at procurement-related disciplinary hearings and other meetings; ensures that VTA complies with various rulings and decisions of relevant administrative and judicial authorities.

Education & Experience Requirements

- Extensive and progressively responsible public sector work experience involving purchasing, contract administration and materials management with significant supervisory and management level experience.
- Equivalent to graduation from an accredited college or university with a four (4) year degree in Business Administration/Management or a related field; or an equivalent combination of education and experience.

**Compensation**

The salary range is **\$145,983 - \$192,698** annually.

Benefits

VTA offers a generous and competitive benefits package including:

- **Medical:** VTA contracts with CalPERS for medical benefits. They offer seven HMO plans and three PPO plans. VTA pays up to the Kaiser HMO Bay Area family rate.
- **Dental and Vision:** VTA pays the premiums for employee plus family coverage.
- **Life and AD&D Insurances:** \$50,000 for term life; VTA pays the full premium.
- **Disability Insurances:** VTA provides state disability insurance in accordance with the guidelines established by the State of California.
- **Scheduled Time Off:** 31 days of STO annually to be used for vacation, personal time off, or other approved time away from work; cash-out program; and 8 days of sick leave annually.
- **Holidays:** 11 paid holidays

- **Retirement:** VTA's pension plan is administered by the California Public Employees' Retirement System (CalPERS). As defined by the California Public Employees' Pension Reform Act (PEPRA):
 - Classic Members' benefit formula is 2% @55
 - New Members' benefit formula is 2% @62
- There is a 7% employee contribution.
- **Social Security:** VTA participates in Social Security.
- **Transit Passes:** Free transportation on VTA for employees, retirees, spouses, and dependents.

Important Application Information

To apply for this outstanding opportunity, please visit the Koff & Associates website at <http://koffassociates.com/jobs/> and click "Apply". You can also submit a cover letter, resume, and application via mail to:

Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

The position is open until filled.

Santa Clara Valley Transportation Authority is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



Solutions that move you