



Marin County Transit District

Is recruiting for ...

SENIOR PROCUREMENT AND CONTRACT ANALYST

\$107,850 - \$145,608 annual salary depending on qualifications

Outstanding benefits package including flexible work schedule, telecommute opportunity, health, dental, vision, 401(a) contribution

About the District...

Marin County Transit District (Marin Transit) is responsible for funding, planning, and management of all public transit services operating within Marin County, including fixed route, community shuttle, supplemental school, the Muir Woods Shuttle, and mobility management programs including paratransit services. Marin Transit works closely within the community to develop and deliver the most strategic, effective, and efficient local transit system in the San Francisco Bay Area. For additional information about Marin Transit, please visit our website at www.marintransit.org.

About Marin County...

Located just across the Golden Gate Bridge, and minutes from downtown San Francisco, Marin County is a dynamic, economically, and culturally diverse community of 260,000 informed and involved residents. Marin County is marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin County is known for its combination of rural and suburban lifestyles and is a recreation destination for the entire Bay Area with more than 140,000 acres of federal, state and county parkland, county open space and water district lands. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

The position of Senior Procurement and Contracts Analyst...

This exciting opportunity offers the successful candidate the opportunity to join a growing Agency in the in the development and provision of cutting-edge transit services to Marin County. Under general direction from the Director of Administrative Services, the incumbent will oversee the District's procurement of materials/supplies, professional, architectural and engineering services, public works, and construction. The Senior Analyst confers with project managers to determine vendor performance and compliance with contractual terms and helps resolve highly complex contract performance issues.

The ideal candidate for this position will be team-oriented and self-motivated and have demonstrated ability to communicate effectively with a wide range of individuals and groups, including transit agencies, regional planning organizations, and city planning departments.

Technical expertise in data collection/analysis, public procurement procedures, and contract administration are essential.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Administrative Services. This position may exercise functional or direct supervision over assigned administrative support staff.

DUTIES

Typical duties for this position may include:

- Researches and develops detailed product and/or service specifications and establishes contract terms; confers with staff to resolve questions regarding intent and expected use of goods and services, specification definitions, and scope of work statements.
- Assists in the developing and issuing Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation for Bids (IFB) for complex procurements; determines appropriate procurement methods.
- Confers with staff to prepare presentation materials and conduct pre-proposal/bid conferences and site visits.
- Assists in managing the evaluation of RFPs, RFQs, and IFBs, proposals, and quotations; conducts cost and price analysis; chairs evaluation panel meetings and vendor interviews; acts as advisor regarding consultant/contractor selection and award recommendations.
- Drafts contracts ensuring legal requirements are incorporated and enforced; coordinates review of contract documents with legal counsel; maintains related files.
- Ensures that procurements follow all guidelines and regulations to secure and/or retain state and federal funding.
- Leads negotiations, creates, prepares, and issues contracts and purchase orders for procurements.
- Prepares complex contract amendments, revisions, terminations, and close-outs. Negotiates settlement of contract disputes.
- Assists in monitoring contract insurance compliance; receives, reviews, and processes insurance verifications for contract compliance
- Analyzes, compiles, and prepares comprehensive summaries of procurement processes and results for presentation of awards, amendments, and other contract changes to agency's executive management team and Board of Directors.
- Interprets and applies contracting principles, applicable laws, regulations, and policies and procedures.
- Prepares or directs the preparation of various periodic and special reports; assists in providing training and mentoring to staff; makes recommendations for improving procurement procedures and policies.
- Assists in creating various procurement documents and board agenda items.
- Leads the maintenance/upkeep of the procurement document management system.
- Performs other related duties as assigned.

REQUIREMENTS

Candidate must have direct experience in public agency procurement, be familiar with state and federal regulations governing public procurements and contracts and be comfortable with the use of contract management software programs. Strong communication skills are essential.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five (5) years of progressively responsible experience in purchasing, contract administration, or procurement.

Knowledge of:

- Principles and practices of public agency procurement and purchasing programs including competitive bidding procedures.
- Principles and practices used in the development of contracts, contract administration, contract law, and accounting.
- Methods and techniques of negotiation.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Pertinent federal, state, and local codes, laws, and regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.

Skills in:

- Developing and maintaining project budgets, tasks, and timelines.
- Understanding and interpreting applicable principles, laws, rules, regulations and procedures pertaining to public transit procurements and contracts.
- Making effective presentations to a variety of audiences.
- Establishing and maintaining effective working relationships with representatives of public and private entities and members of the public using principles of good customer service.
- Exercising sound independent judgement.
- Working in a highly collaborative environment.

Education:

A Bachelor's degree or equivalent in Business Administration, Public Administration, English or a related field from an accredited college or university is highly desired but not required. Portions of the required experience may be substituted for education in the following ways;

- Bachelor's degree or similar: 1 year
- Graduate or postgraduate degree or similar: 1 year

PHYSICAL WORKING CONDITIONS

Position would spend time in an office setting and in the field. Office work may require prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. Field work would require the ability to work outside in various weather conditions and actively travel around the County in either a District provided car or using the transit system. The position may also require the ability to lift, drag and push files, paper and documents weighing up to 35 pounds. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Special Requirements: (1) Must be willing and able to travel to and attend meetings within or outside the boundaries of the County of Marin; (2) Must be willing and able to work outside regular business hours and on occasional weekends, attending civic, community, and client meetings, etc. as needed; (3) Must have a valid California Driver's License

This position is open until filled and may close without notice.

For an application, please visit <http://www.marintransit.org/jobs.html> and click "Employment Application". Submit the completed application, a resume, cover letter and supplemental questionnaire (on following page) in pdf format to hr@marintransit.org or mail to Marin Transit, Attention HR, 711 Grand Ave, Suite 110, San Rafael, CA, 94901.

Applications/resumes received will be screened according to the qualifications outlined in this posting. The most qualified candidates will be invited to an interview. Finalists will be asked to provide references and undergo a background check to verify information supplied in the application materials.

If you have questions about this job, the hiring process, or Marin Transit's benefit package, please email Human Resources at hr@marintransit.org and reference Senior Procurement and Contracts Analyst job opportunity.

SUPPLEMENTAL QUESTIONNAIRE

Responses to these Supplemental Questions must be submitted with your application materials. We will not consider resumes submitted without responses to the supplemental questions. These questions are designed to help you present your qualifications for this position. Your responses, along with your application and resume will be used to determine whether you will be invited to continue in the selection process. Responses should be complete, concise, and specific. Clarity and completeness of your answers will be considered in the evaluation process.

1. Describe your experience as it relates to public agency procurements and contract administration.
2. Describe your experience with complicated procurements or difficult contract disputes.
3. Describe your experience with contract management technology applications that are used to support procurements and contracts.
4. Describe why you are interested in this position and working with Marin Transit.