

**DIRECTOR OF PROCUREMENT**  
**\$7000 - \$9659 PER MONTH**  
**OPEN UNTIL FILLED**

**THE JOB:** Omnitrans is looking to hire a professional leader experienced in building and energizing work teams. The Director of Procurement is primarily responsible for performing tasks in the following areas: Program, Policy, and Procedure Review, Analysis, and Support; Project Oversight and Management; Supervisory/Administrative; Department Administration; Information Tracking, Data Analysis, and Recording; and Public Information Services. This position will perform, but are not limited to, the following duties:

- Prepare, coordinate, assemble, review, and edit RFP/bid documents for construction, procurement, and professional service contracts to insure accuracy of contents and that all legal, governmental funding, and Agency requirements are met. Analyze bids and proposals for compliance with contract codes, Federal and State regulations, and District procurement policies.
- Administer and monitor the Agency's Disadvantaged Business Enterprise (DBE) program.
- Conduct internal audit of department procurement activities to verify conformance with policies and procedures; confirm compliance in preparation for external audits and reviews by funding agencies.
- Determine appropriate solicitation strategy for specific procurements.
- Directs the work of the department by providing advice on procurement standards, procedures and requirements.
- Establish contract administration department organizational structure, goals and objectives, and delegation of duties and responsibilities.
- Identify contract administration department needs for training, equipment, work space, and participate in development of budget for section.
- Conduct and participate in division and department staff meetings. Write or participate in the development of Policy and Procedures Manual for the Procurement Division.
- Oversee maintenance and data entry of department database. Maintain data and statistics of activity related to departments' procurement activities, DBE utilization, and contract compliance.
- Prepare quarterly DBE utilization reports for submittal to FTA; Annual Overall DBE Goal Setting and Methodology report for Board approval and submittal to FTA and Caltrans; analyze DBE utilization statistics for trends for purposes of proposing annual goals and setting project-specific DBE goals.
- Oversee maintenance and data entry in Ellipse Contract Module related to department procurement actives. Make procurement project staff assignments.

**THE REQUIREMENTS:** The successful candidate will possess a Bachelor's degree (B.A.) from a four-year college or university and five to seven years of experience and or training; or any equivalent combination of education and experience. This individual will have proven knowledge, skills, and abilities to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; and to directly supervise and evaluate subordinate managers and supervisors in the Department. The successful candidate will be familiar with current business operating systems, software and programs.

**THE SELECTION PROCESS:** Candidates will be screened for **relevant qualifying experience that consists of an evaluation of education and experience as described on the application.** The **most competitively qualified candidates** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. The process will also require a background/criminal investigation, a pre-employment physical examination with drug screening. For further information about this exciting professional career opportunity, please visit our website at [www.omnitrans.org](http://www.omnitrans.org) . **Applications must be fully complete and include a ten-year work and salary history as well as be completed in its entirety for consideration.** We are unable to accept resumes in lieu of an application. Further information and applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA.

EEO/AA