



Transportation Corridor Agencies™

Director, Contracts and Procurement

POSITION SUMMARY:

The Director of Contracts and Procurement provides leadership in overseeing the Agencies' procurement and contract development activities. This role is responsible for designing and implementing procurement and contract policies, managing related administrative systems, and supervising department staff to ensure efficiency and compliance. Additional responsibilities may be assigned as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed; The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to this class;

- Demonstrates strong leadership and managerial competencies, including integrity, accountability, communication skills, and commitment to teamwork as well as excellence in responsibilities such as selecting, mentoring, coaching supervising, motivating, and training of the contracts and procurement department team members.
- Directs the overall planning, organization, and policy development of the contracts and procurement department. Also responsible for creating strong and sustainable internal and external relationships and teamwork at all levels.
- Ensures contracting and procurement compliance with Board-adopted policies and procedures as well as state and federal laws and regulations.
- Reviews and monitors the overall contracting and procurement activities performed by Agencies' staff, provides policy guidance regarding contracting issues, recommends procedures subject to management review to assure that final agreements and documents are sound and comply with established policies and procedures, as well as state and federal requirements.
- Prepares and manages the contracts department's annual budget. Approves payment requests, monitors expenditures, and collaborates with staff to address any concerns.
- Develops, revises, and updates contract administration policies and procedures; reviews and modifies Agencies' Contracts and Procurement (CAPS) Manual in coordination with Agencies' legal counsel and presents such modifications to the Boards of Directors for approval; revises terms and conditions of standard contract forms to ensure compliance with current legal requirements and Agencies' policies and procedures.
- Prepares periodic and ad-hoc reports related to procurement and contract administration for the Boards of Directors and executive management team. Responds to questions from Board members and Agencies' staff on procurement and contracting issues.
- Reviews and approves the electronic entry of all purchasing requisitions and related management actions within Board-approved authorization limits.
- Manages and oversees reconciliation of Agencies' encumbrances within the accounting and

reporting system by working with Finance staff; and oversees the accounting and reporting system modules for contracting, purchasing, and related programs.

- Serves as Agencies' Disadvantaged Business Enterprise (DBE) liaison with CalTrans. Oversees and manages all aspects of the DBE program to ensure compliance with Agencies' or CalTrans' DBE Programs. In DBE matters, reports directly to the Agencies' Chief Executive Officer.
- Acts as Risk Manager for contracts to assure appropriate insurance and bonding requirements are met based on potential risks and legal requirements; coordinates efforts with insurance broker, appropriate staff, and contractors.
- Develops, promotes, and maintains reliable and qualified contractor sources.
- Interviews and selects employees; prepares and conducts performance evaluations; recommends classification and compensation adjustments, assess department staffing needs and implements disciplinary measures.
- Develops and coordinates training programs on contract administration and management for contracts department staff and employees across other departments.
- Informs management staff about current issues and future plans related to the development of procurement and contract documents, and related policies, programs, and standards.
- Analyzes and recommends language to be used in Board reports requesting authorization of contracts, amendments, change orders, and similar actions.

MINIMUM QUALIFICATIONS

Experience and Education Required:

Any combination of education and experience equivalent to a bachelor's degree in business administration, public administration, or related field, and ten years of increasingly responsible experience in contract development and administration, including a minimum of five years of supervisory experience. Public sector experience is highly desirable.

Required Knowledge of:

- Contract administration and procurement principles, practices, and standards;
- Contractual terms and conditions, including insurance standards, and bid and performance bond requirements;
- Federal, State, and local laws, regulations, and requirements relative to public contracts and procurement methods;
- Basic document control principles; federal and State regulations related to Disadvantaged Business Enterprise reporting practices;
- Negotiating methods;
- Budgeting practices;
- Outsourcing and vendor quality assurance practices;
- Financial accounting software;

- Principles and practices of supervision, including selection, training, work evaluation and discipline;
- Basic accounting methods and practices

Skills and Abilities:

- Plan, organize, and prioritize work in order to meet deadlines;
- Lead and motivate staff and other parties to adhere to contract policies and standards;
- Analyze, evaluate, and interpret contract and procurement policies and procedures;
- Develop procurement and contract administration policies;
- Communicate effectively with others, orally and in writing;
- Establish and maintain effective relations with staff, management, Board members, vendors, contractors, and consultants.
- Strong presentation and public speaking skills, as the Director will lead staff meetings, conduct training sessions and present to the Boards of Directors.

REQUIRED LICENSES AND/OR CERTIFICATIONS:

Certified Public Procurement Officer certification, and certification in contract management, contract law, procurement, or related practices are highly desirable.

Possession of or ability to obtain a valid Class C California Driver's License and have an acceptable driving record may be required to attend business meetings and conferences.

COMPENSATION AND BENEFITS

TCA is prepared to offer a competitive salary in the range of \$143,822 – 201,351 annually, depending on education and qualifications.

In addition, we offer an excellent benefits package that includes the following:

Pension Plan – TCA employees participate in the Orange County Employees Retirement System. The employee's cost per pay period is based upon age at entry. TCA does not contribute to Social Security.

Deferred Compensation – TCA offers a 457 plan. TCA will match 50% of the employee's voluntary contribution, up to a maximum of 2% of the base salary.

Medical, Dental, and Vision Insurance – TCA offers medical, dental, and vision coverage for employees and their dependents. The cost varies, according to the plan selected. The coverage is effective on the first of the month following the employee's start date.

Life and Accidental Death & Dismemberment (AD&D) Insurance – TCA provides life insurance and AD&D at no cost to the employee equal to two times the annual salary with a minimum value of \$100,000 and a maximum value of \$200,000. Supplemental life insurance is available for purchase.

Short- and Long-Term Disability Insurance – Short-term disability is paid by TCA. Long-term disability is available at a nominal rate.

Holidays – Twelve days per year including 10 fixed holidays and two floating holidays that are chosen by the employee (with approval from management). Number of floating holidays are given based on start date.

Comprehensive Annual Leave (CAL) – CAL hours provide paid time off for rest and relaxation, personal or family illnesses, and personal business based on years of service. Employee can accumulate up to two times their annual accrual rate. Employees can sell CAL hours quarter if they maintain 168 accrued hours.

A “Flex” 9/80 Work Schedule that includes every other Friday off.