

JOB DESCRIPTION

Job Title: Director, Contracts, Procurement and Materials Management

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Contracts, Procurement and Materials Management will who oversee the procurement of materials, equipment and professional services. This position is designated as the Purchasing Agent for SCRRRA with the authority to financially bind SCRRRA to contract limits as authorized by the Board of Directors.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Executive level management
- Responsible for managing and monitoring work performance of a division or department

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Direct procurement, contracts administration, inventory control, materials management, capital equipment, and property disposal, and develop related policies and procedures to ensure compliance with applicable laws, regulations, grantor requirements and SCRRRA policies and standards.
- Execute major contracts on behalf of SCRRRA within signature authority as delegated by the CEO. Review and approve complex contract documents for major purchases and construction projects.
- Establish contract authority and competitive vendor selection processes to ensure all Authority purchases are obtained at reasonable costs from qualified suppliers and are in accord with the public interest.
- Direct the development and implementation of purchasing business plans to meet purchasing customer service goals, including but not limited to fill rate, stocking and replenishment strategies, inventory turns, backorder and exceptions.
- Develop and implement Performance Based Contracts (PBC) and special services contracts.
- Review and analyze new contracts and agreements to ensure compliance with all mandatory state and federal regulations including Federal Transportation Administration (FTA), Federal Motor Carriers Safety Administration (FMCSA) and state contract requirements for grant funding eligibility.
- Oversee the bid opening process, the analysis of proposals, contract compliance, applicable codes and regulations, contract completion and termination process.
- Utilize methods and techniques of materials management, inventory control, quality assurance, and warranty control programs.
- Plan, organize and evaluate departmental programs, goals and objectives in the assigned area.
- Direct the development and administration of the assigned annual budget; approve the forecast of funds needed; monitor expenditures and implement appropriate budget adjustments.



- Plan, manage, direct, review and evaluate the work of assigned staff to establish training needs and ensure objectives and expectations are met.
- Remain up-to-date with current and developing legislation related to the assigned area of responsibility. In collaboration with SCRRA legal counsel, evaluate impact on operations, recommend and implement equipment, practice and procedural improvements, in relation to legislation changes.
- Direct the preparation and processing of all Board items related to contract administration and procurement.
- Interpret and effectively utilize management information reports.
- Conduct and organize regular department meetings to ensure communication of strategy and action plans.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum of 10 years' experience in a public sector agency environment, with an emphasis on contract negotiation and administration at a senior level.
- Minimum of five (5) years of experience managing direct reports in a similar environment.
- Minimum of five (5) years of experience working with Federal Acquisition Regulations.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- Familiarity with Federal Transportation Administration Circular 4220.1F (Third Party Guidelines).

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- SCRRA policies, rules and procedures
- Procurement best practices for public agencies receiving federal funding
- Contract law, financing, terms and conditions
- Applicable federal, state and local regulations

Skilled In:

- Strong and effective leadership, team building, communication, and time management
- Oracle Procurement Contracts, iProcurement and Microsoft Office
- Analysis, measurement, and process improvement

Ability to:

- Provide clear direction and policy recommendation
- Anticipate and mitigate potential contractual and staff concerns
- Simultaneously balance multiple initiatives and driving initiatives to successful completion
- Create a work environment that encourages team building



- Exercise sound judgment within general policy guidelines

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: July 2025

