METROLINK

JOB DESCRIPTION

Job Title: Manager II, Contract & Compliance
FLSA Status: Exempt
Salary Grade: 10

PURPOSE OF POSITION

The Manager II, Contract & Compliance, will perform highly complex work for the procurement of major capital and rehabilitation projects, rolling stock, professional services, materials and equipment, construction, and information technology. The obligation of individual contracts may range from thousands to millions of dollars, and individual contracts may include multiple programs and levels of service and may involve, as a basis for reimbursement, fee-for-service, actual cost, or negotiated rate.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from the Director or Executive roles
- This position is responsible for managing and monitoring work performance for a group of employees

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.

- Manage teams of buyers and contract and compliance administrators in a variety of procurement and contract administration activities.
- Perform highly complex work for the procurement of major capital projects and Construction projects.
- Participate as a member of committees and teams to discuss procurement planning as necessary to develop procurement and project strategies and ensure funding availability.
- Develop an understanding of internal customers' goals, schedules, and budgets for projects and provide strategic consultation to benefit both the project and the agency.
- Assist project managers in establishing contractor performance evaluation criteria and assist project managers in monitoring their performance.
- Organize, direct, and lead negotiating teams in evaluating and negotiating contracts.
- Participate in the review of contract award letters and notices.
- Review bids and proposals and evaluate recommendations made by buyers and contract administrators.
- Perform quality control and conformity checks for the direct reports' activities.
- Review all related requisitions for funds availability and proper budget coding.
- Develop and present training sessions for SCRRA staff, industry, and other organizations on procurement policies and procedures.

- Enforce county, state, and federal regulations, laws, and ordinances and recommend corrective actions in cases of non-compliance. These include laws and regulations related to small and disadvantaged business participation.
- Act as a liaison between vendors and department users to develop compromises and resolve contractual problems or complaints.
- Participate in developing strategies designed to keep projects on schedule and avoid claims such as damage assessment and effect on time schedules.
- Work with the Legal Department and Protest Officer to evaluate merits of protests and make protest recommendations.
- Assist the Director on matters necessary to recommend award, termination for convenience, non-performance, or other dispute resolution arising from non-compliance or breach of contract.
- Participate with SCRRA staff in reviewing contract administration and procurement processes.
- Assist with preparing complex contract amendments, revisions, terminations, and closeouts in situations where procedures may not be prescribed or well-defined.
- Serve as a subject matter expert on the interpretation of contracting principles, applicable laws, regulations, policies, and procedures.
- Present items to the SCRRA Board of Directors, Member Agencies, and other key stakeholders when required.
- Drive process improvement within the department by recommending procedural changes (if needed), ensure team is following standardized processes, and provide training.
- Provide leadership, employee development, and training for the team.
- Hold regular staff meetings and one-on-ones with employees on the team.
- Conduct thorough offboarding for departing staff to ensure a smooth, complete transition of in-progress work to remaining staff.
- 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

- Bachelor's degree in Public Administration, Business, or related field.
- A minimum of seven (7) years of progressively responsible work experience in the procurement function, contract administration, and supply chain, preferably in public transportation, railroad, or manufacturing industry.
- A minimum of three (3) years of work experience supervising staff performing procurement or contract administration.
- 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.

Preferred Qualifications

- Procurement experience in the public sector
- Familiarity with Davis-Bacon requirements

- Experience with Oracle EBS platform
- Experience with Planet Bids solicitation portal
- Six Sigma Certification or Training

Knowledge, Skills, and Abilities

Knowledge of:

- Public contracting principles, including preparation of solicitations, contract negotiation, and contract law
- California and Federal laws and regulations applicable to contracts used by public agencies.
- Federal Acquisition Regulations and/or Federal Transit Administration Circular 4220.1F or most recent version
- Microsoft Office, Oracle FIS, Planet Bids, or other automated procurement and contracting applications
- Statistical and cost/price analysis
- Railroad environment

Skilled in:

- Verbal and written communication
- Microsoft Office, including Word, Excel, PowerPoint
- Organization and time management
- Data accuracy and analysis
- Organization and time management
- Employee development

Ability to:

- Draft complex contracts and solicitations
- Read and comprehend complex contracts and proposals
- Collaborate with other departments
- Exercise initiative and judgment in carrying out detailed projects and tasks
- Balance multiple competing priorities
- Handle confidential information
- Ensure accuracy and compliance

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, 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.

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