

JOB DESCRIPTION

Job Title: Senior Manager, Contract & Compliance

FLSA Status: Exempt

Salary Grade: 11A

PURPOSE OF POSITION

The Senior Manager, Contract & Compliance, will perform highly complex work for the procurement of major capital projects, professional services, materials and equipment. In addition, this position may supervise a team of buyers and contract compliance administrators who will perform activities related to the procurement of supplies, equipment, goods and services and more complex procurements and other related compliance activities.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision director or executive level management
- Responsible for supervising and monitoring performance for a regular group of employees 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.

- Perform quality control and conformity checks of the direct reports purchasing activities.
- Responsible for managing all departmental services and activities.
- Enforce county, state and federal regulations, laws and ordinances, and recommends corrective actions in cases of non-compliance.
- Collaborate with various departments to improve the overall process on procurement, finance, inventory, and project management.
- Research various piggyback and cooperative agreements within the government sector and cooperative agencies.
- Develop and present training sessions for SCRRRA staff, industry and other organizations on purchasing related procedures, policies and Contract Compliance Program.
- Provide oversight in negotiations of operational agreements for SCRRRA services and equipment.
- Prepare, participate, and maintain an ongoing list of federally funded projects of the FTA triennial audit. Participate in audit of files to ensure compliance.
- Organize, direct and lead negotiating teams in evaluating and negotiating contracts and process change orders. Act as subject matter expert, providing answers to contractors' questions regarding contractual compliance. Assist team in preparing complex contract amendments, revisions, terminations and close-outs.
- Review and evaluate the following tasks, including but not limited to contractual agreements and extensions for compliance, recommendations made by buyers and contract administrators, and consultant submittals for proposals and Invitations for Bid (IFB).
- Collaborate with managers and SCRRRA departments to accomplish organizational objectives.



- Oversee and participate in professional group meetings; stay abreast of new trends and innovations.
- Monitor and evaluate staff and contractors to establish training needs within the department to ensure objectives and expectations are met.
- 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 experience performing professional contract administration and compliance work, preferably in public transportation or the railroad industry.
- A minimum three (3) years at senior level leading or supervising subordinate staff performing buying or contract administration work.
- 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

- Certification as a Public Purchasing Officer

Knowledge, Skills, and Abilities

Knowledge of:

- Public contracting principles, including proposal preparation, contract negotiation, contract law and finance, California and Federal laws applicable to contracts by public agencies, and familiarity with the Federal Acquisition Regulations and/or Federal Transportation Administration Circular 4220.1F.
- Generally Accepted Accounting Principles (GAAP), budgetary concepts, and procedures.
- Public procurement and FTA requirements.
- Public works statutory requirements.

Skilled in:

- Problem solving
- Strong and effective leadership, team building, communication, and time management
- Microsoft Office Suite

Ability to:

- Comprehend and draft complex contracts and terms and conditions.
- Handle highly confidential information.
- Simultaneously balance multiple initiatives and driving initiatives to successful completion
- Evaluate contract proposals
- Prepare comprehensive reports, contracts, specifications, procedures, correspondence, RFP’s and IFB’s.
- Establish and maintain effective working relationships.



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: September 2025

