



NEW EMPLOYMENT OPPORTUNITY

Procurement Analyst (Full-Time w/ Full benefits)

Salary Range: \$6,777 - \$9,149 per month

Application Deadline: 5/28/2021

The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. Join an amazing team at RCTC and help plan and deliver transportation solutions!

General Description:

Under general supervision, develops and administers contracts for a wide range of services in accordance with RCTC procurement procedures and legal requirements; analyzes practices and procedures and makes recommendations for policy and procedural improvements in procurement and contract administration; develops, summarizes, and maintains administrative and fiscal records in procurement and contract administration; and performs related work as required.

This is a journey-level class that independently performs the full range of procurement and contract analyst duties, including developing requests for proposals, soliciting bids, and administering and monitoring contracts. The incumbent participates in developing and implementing policies and procedures for the procurement program. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Procurement Manager in that the latter has full management authority in planning, organizing, and directing the full scope of professional procurement and contract administration operations within the department.

Qualifications

Required: Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public or business administration, or a related field and three (3) years of progressively responsible experience in purchasing, contract administration, or procurement services.

Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and performs professional-level administrative and programmatic work in procurement and contract administration.
- Researches and develops detailed product and/or service specifications and establishes contract terms; confers with department staff to resolve questions regarding intent and expected use of goods and services, specification definitions, and scope of work statements.
- Develops bid invitations and solicitations, formal and informal bids, and requests for qualifications/quotes/proposals while ensuring legal and contractual provisions are included to protect RCTC's interests.
- Prepares and distributes notifications to vendors on RCTC mailing lists, Disadvantaged Business Enterprise (DBE) businesses, and others; places advertisements in local newspapers.
- Conducts, coordinates and schedules pre-bids and pre-proposal conferences and job walks; writes and posts addendums.
- Coordinates and participates in the evaluation of bids; develops evaluation criteria and materials; performs price/cost analyses and assesses the quality and suitability of proposed services and purchases; recommends modifications as needed; summarizes bid responses and prepares documentation; participates in selection of contractors and vendors; develops reports for approval of contract awards.
- Drafts contracts ensuring legal requirements are incorporated and enforced; coordinates review of contract documents with legal counsel; maintains related files.
- Ensures contractor compliance with provisions, including the maintenance of required insurance; develops, implements, and maintains an insurance tracking system and ensures that all insurance certificates are in compliance with current contract requirements; develops contract amendments and extensions as needed; monitors contractor performance and takes or recommends necessary remedial action to enforce compliance with provisions; researches and resolves discrepancies.
- Manages the e-procurement system including vendor registration database and distribution of solicitations.
- Provides guidance and assistance to RCTC staff regarding capabilities of EDEN purchasing and contracts modules; enters, updates, and maintains contract data and reporting related to procurements in the EDEN purchasing and contracts modules.
- Reviews and processes purchase order requests utilizing Eden purchasing module.
- Coordinates and implements outreach programs for DBE businesses for participation in construction, procurement, and professional service contracts.
- Serves as a liaison to employees, the public, private organizations, government agencies, community groups, and other organizations; provides information and assistance regarding procurement programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Conducts a variety of analytical and operational studies regarding departmental and procurement activities, including financial, budget, regulatory, operational, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Performs other special projects and duties as assigned.

Knowledge of:

- Principles and practices of public agency procurement and purchasing programs including competitive bidding procedures and supply chain management.
- Principles, practices, and techniques of administering procurement contracts and enforcing contract provisions.
- Principles and practices of sound financial management policies and procedures.
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation

of programs, policies, and procedures.

- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:

- Perform programmatic administrative, procurement, and contract administration activities.
- Conduct research on a wide variety of administrative topics including procurement and contract administration programs, policies, and procedures.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery and improvements in operations, methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical & Environmental Elements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

**Summary of
Benefits Available**

CalPERS Retirement System
Classic: 2.7% @ 55 / PEPPRA: 2% @ 62
Up to \$750/month towards Medical Plans
Dental & Vision fully paid by RCTC
401(a) Money Purchase Plan
457 Deferred Compensation
\$100,000 Group Life Insurance

Short and Long-Term Disability
9/80 Work Schedule
Vacation
Sick Leave
12 Holidays/Year
Transportation Assistance Programs
Tuition Reimbursement Program

**An RCTC employment application and resume must be
submitted for consideration by the application deadline.
For more information, please visit www.rctc.org**

5/2021