

July 1, 2024**RECRUITMENT ANNOUNCEMENT
Procurement Manager****Position Salary Range: \$97,653.02 - \$139,229.87
Excellent Benefits Package****Open Until Filled****Who We Are:**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transit system. We are a mission-minded, values-driven organization that strives every day to deliver a world-class customer experience. We provide local, regional, and paratransit services throughout Marion and Polk counties. But we're not just about transportation. We're changing lives by increasing access to jobs, shopping, and educational opportunities, along with providing businesses with access to a larger workforce. And we assure people that they will be able to access recreational, social, faith-based, and other activities without the need of a car.

About the Role:

This position manages, supervises, and executes the activities and operations of the procurement and contracts department. Including performing highly technical purchasing activities and coordinating assigned activities with other divisions, departments, and outside agencies; providing administrative support to the CFO; supervising and developing work plans for staff; being responsible for cradle-to-grave contract and procurement administration; and performing related duties as assigned.

How You Will Make an Impact:

- Assumes management responsibility for the procurement and contracts department's assigned services and activities, including highly technical purchasing services and contracts.
- Serves as the liaison for the procurement and contracts department with other divisions, departments, and outside agencies; and negotiates and resolves issues.
- Establishes and maintains current procurement and contracts policies and procedures. Develops and recommends new and revised policies and procedures.

- Conducts vendor product research; obtains and analyzes data to forecast future price trends; determines availability of products; and reviews new products and evaluates substitutions.
- Develops and maintains procurement processes, contracts, and vendor self-service portal in Tyler Munis (software).
- Keeps current on State of Oregon purchase agreements and availability of goods and services on state contracts; plans and executes vendor selection process following District policies and procedures.
- Prepares invitations to bid/requests for proposal/requests for qualification documents from finalized specifications and scopes of work.
- Review contract and format of bid documents; ensure bid documents comply with established guidelines, rules, and regulations; and develop documents for authorization to award District purchase requirements.
- Review protests on bid awards and research issues; coordinate with the legal department; and recommend responses.
- Prepares and submits legal notices of solicitation for publication and circulation.
- With appropriate personnel, conducts pre-bid/pre-proposal conferences; responds to requests for information from vendors; reviews, tabulates and analyzes bid responses; reviews bid results and performs cost/price analysis.
- Writes recommendations for awarding contracts for board action and makes presentations to the Board of Directors, as needed.
- Ensures compliance with state and federal regulations and District policy regarding District procurement practices.
- Prepares draft procurement contracts and obtains concurrence with affected divisions.
- Submits draft to an attorney for legal sufficiency and responds to inquiries from an attorney; prepares final contract form for signature by all parties; and administers contracts.
- Maintains vendor contact files following policies and procedures and contract terms and conditions.
- Maintains compliance with the Procurement Integrity Act, Buy American Act, District's Disadvantaged Business Enterprise, and Americans with Disability Act.
- Oversees contract activity and performs system and internal control reviews to ensure compliance with federal, state, and local statutes and regulations and District policies and procedures concerning contract administration, including construction contracts for the District.
- Serves as the procurement department representative on the Archives Committee.
- Provides assistance and support to the CFO by working on special projects and serving on District committees.
- Assists in adequately accounting for expenditures for grant activity and maintaining necessary grant procurement records.
- Provide backup to other Finance Division staff, as needed.
- Performs additional duties as assigned.

What You Will Need to Be Successful in this Role:

- Expert level knowledge of procurement processes.
- Considerable knowledge of Procurement System Review and audit procedures.
- Considerable skill in organizing and prioritizing multiple tasks and projects.
- Intermediate skill set and knowledge base using Microsoft Office Suite.
- Ability to collect, analyze, and interpret data and recommend sound policies and practices based on that data.
- Ability to interpret and apply local, state, and federal rules and regulations accurately and effectively.
- Ability to communicate orally and in writing with other employees and the general public in a clear, concise, and logical manner at the level necessary to satisfactorily perform the position's duties.
- Ability to interact with other employees and the general public using courtesy, tact, and sound judgment and to act as a positive representative of the District.
- Ability to work cooperatively with others, respect coworkers, and promote teamwork.
- Ability to maintain confidential information.
- Ability to be self-starting and proactive.
- Ability to carry out work assignments and tasks while meeting time, quality, and quantity expectations.
- Ability to perform job functions safely.

Special Requirements:

- Must have no criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.
- Considerable knowledge of public agency (FTA, DOT, ODOT) purchasing and contracting principles, practices, and techniques.
- Current Certified Procurement Professional (CPP) certification (or an equivalent).
- Considerable knowledge of laws about public procurement and contracting.
- If the employee wishes to drive a District vehicle, they must present the District with a valid Oregon driver's license. They must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Experience using Tyler Munis software.

Required Education and Experience:

- Minimum five years in management and ten years of experience in procurement and contract departments. Minimum five years of supervisory experience. **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.
- Bachelor's degree. **OR** A combination of education and experience that provides the required knowledge, skills, and abilities to perform the position's essential

functions. SAMTD reserves the right to determine the equivalences of education and experience.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally, lifting or moving up to 30 pounds is also required.

Working Conditions

- Duties are performed in both an office and field setting.
- Must travel occasionally to attend meetings and conferences.

To apply, please submit the application to our Human Resources Department.

Applications may be submitted in person, by email, fax, or mail. Cherriots is not responsible for lost or delayed mail.

Resumes instead of the official Cherriots application will not be accepted.

To obtain an application:

- ❖ Email: You may request that an application and recruitment announcement be sent to you by emailing recruitment@cherriots.org. Application materials will be sent via email.
- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's careers page. Refer to specific current job opportunities of interest at our website: Cherriots.org/careers.
- ❖ Telephone: You may request that an application be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via email or mail.
- ❖ Fax: You may request that an application be sent to you by faxing the Human Resources Department at 503-361-7532.
- ❖ Mail: You may request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Equal Opportunity Employer

As an equal-opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.