



Job Opening
Manager, Contracts
#15-00021

Salary Range:

Minimum: \$78,597.00
Midpoint: \$104,796.00
Maximum: \$130,995.00

Opening date:

05/29/2015

Closing date:

Continuous

Position Summary:

Provide supervision, direction, guidance, technical expertise and motivation to department staff members. Strategically manage procurement and contractual risk to the District. Prepare, negotiate, and administer the agency's complex contracts for construction, goods, services, and professional services. Coordinate and oversee daily assignments and quality assurance reviews within the department. Work in partnership with internal/external business partners to increase diversity. Ensure a commitment to safety through effective leadership, role modeling and implementing practices that demonstrate safety is a fundamental value and a priority in all aspects of work. Perform related duties as required.

Essential Functions:

1. Practice continuous improvement in cradle-to-grave contracting life cycle. Develop life cycle cost or total cost of ownership and other general and special reports and tools for continuous improvements. Develop and encourage lean practices.
2. Provide daily supervision, direction, guidance, technical expertise and motivation to department staff members. Recommend hiring and disciplinary action when required. Develop individual and team work plans and priorities. Conduct performance review and provide constructive feedback in a timely and consistent manner. Motivate employees to be responsible, act inclusively and solve problems creatively. Encourage open communication, a strong customer service ethic and professional development among staff.
3. Develop new or improved administrative and purchasing policies procedures to ensure economy and efficiency of work. Lead and participate in change management of departmental work to support mission critical activities.
4. Manage, direct, and participate in the preparation of contract and administrative reports for senior management.
5. Interface with vendors to achieve conflict resolution; investigate claims where vendors fail to provide services or materials as specified and recommend actions, such as termination.
6. Participate in and promote Agency programs designed to include participation by Small Businesses and Disadvantaged Business Enterprises in TriMet's contracting program.

7. Research, prepare and issue complex contract documents in accordance with Federal and State laws, TriMet Contract Review Board (TCRB) rules, and Federal Transit Administration (FTA) contracting regulations and in adherence to ethical codes and requirements. Develop contractual language and clauses necessary for unusual services or research and development contracts. Provide direction to technical personnel in proper development of Statements of Work, specifications, procurement forecasts, and other requirements pertaining to the preparation and administration of TriMet contracts.

8. Oversee the evaluation of bids and proposals in cooperation with TriMet project managers. Make final determinations regarding responsiveness and responsibility of bidders//proposers. Participate in bid protest resolution in accordance with policies and procedures. Terminate contracts as required. Negotiate equitable adjustments based on type of termination. Prepare termination settlement and closing documents.

9. Provide direction to project managers in answering questions and clarifying requirements for potential proposers and contractors. Assume lead role in development of strategies and agency positions. Conduct negotiations with proposers.

10. Oversee the delivery of procurement training to agency project managers, and other personnel as necessary to ensure smooth, customer service oriented service. Participate in and promote "Green" procurement initiatives.

Position Requirements:

Bachelor's degree in Business Administration, Public Administration, Finance, or related field.

Twelve years progressively responsible experience in government contracting, five years of which must have been at a senior or supervisory level. Demonstrated experience in solicitation and contract administration, competitive procurement procedures, and management of professional services type contracts including Architect/Engineer contracts.

Intermediate skills with Word, Excel, Outlook, database applications and other software applications.

Or any equivalent combination of experience and training.

Selection Criteria:

1. Knowledge of analytical techniques and proper application in reviewing and analyzing engineering, architectural, construction manufacturing, and research type contracts.

2. Demonstrated knowledge of public bidding and government contracting procedures and techniques.

3. Demonstrated knowledge of Federal Contract Law, Federal Acquisition Regulations, and of associated cost principals contained in each.

4. Demonstrated knowledge of management principles and practices.

5. Demonstrated ability to negotiate contracts.

6. Ability to communicate effectively in oral and written form.

7. Ability to operate personal computer systems including Word, Excel and Outlook. Demonstrated proficiency to accurately keyboard (type).

8. Ability to establish and maintain good working relations with employees, supervisors, contractors, bidders, and the general public, including those from culturally diverse backgrounds, the elderly, persons with disabilities and/or other vulnerable populations.

9. Skill in researching federal, state, and local statutes and administrative rules.

Type of Position / Grade / FLSA:

Grade 17, Exempt, Non-Union, Full-Time

Selection Process – Candidates will be selected based at a minimum on the result of:

1. Application Review/Resume & Cover Letter
2. Panel Interview
3. References, Background Check & Degree Verification

Supplemental Information:

It is your responsibility, and to your benefit, to describe in detail how your education, training and work experience meet the requirements of the position for which you are applying. If applicable, please provide at least ten years of your work history, including any volunteer and internship experience you may have. You are encouraged to attach a resume, cover letter, training certificates and letters of recommendation with your application.

Online applications are permitted five attachments however please try to include all documents as one attachment. Each attachment is limited to 5MB. Please include your attachments in the "Resume Attachment" section. A second option for attaching multiple documents is to send them to careers@trimet.org and we will attach them to your online application. You may also fax your materials to 503-962-3477 or 503-962-7440. Incomplete applications will not be considered. Resumes will not be considered in lieu of a completed application.

To apply, please visit our website at <http://trimet.org/careers/>

We regret that due to the high volume of applications we receive, we currently only contact applicants who are highly qualified and most closely match our job requirements.

Internal applicants:

Information in your personnel file will not be used in lieu of information requested on your application. Incomplete applications will not be considered.

If you are a qualified veteran and would like to apply for veterans' preference points, you will need to reflect your status on the application and submit supporting documentation with your application by the closing date of this recruitment. Documentation must be attached to your application.

Persons needing an accommodation under the Americans with Disabilities Act for any part of the application process should contact TriMet Human Resources staff at 503-962-7505, or the TTY line at 503-238-5811. A minimum of two work days notice prior to the need for accommodation is required.

TriMet is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve, including the elderly and individuals with disabilities.

1800 SW First Ave Suite 300, Portland, OR 97202 · 503-962-7505 · trimet.org/careers

An Equal Opportunity Employer