

# Los Angeles County Metropolitan Transportation Authority

## Job Class Specification

### EXECUTIVE DIRECTOR, VENDOR/CONTRACT MANAGEMENT

Pay Grade HBB

(\$ 166,462.40 - \$ 208,083.20 - \$ 249,704.00)

#### Basic Function

Leads Metro's Procurement department including Procurement, Supply Chain Management, and Client Services.

#### Classification Characteristics

This classification is exempt/at-will and the incumbent serves at the pleasure of the hiring authority.

**Supervised by:** Chief Executive Officer

**Supervises:** Executive Staff

**FLSA:** Exempt

#### Work Environment

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Accountability for Performance and Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket and ensure the highest possible return on investment.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.
- **Community** – To actively engage with the Community as it relates to Metro interest/services.

## EXECUTIVE DIRECTOR, VENDOR/CONTRACT MANAGEMENT

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### Examples of Duties

- Leads Metro's Procurement Department including Procurement, Supply Chain Management and Client Services functions
- Establishes goals and major priorities, facilitates and monitors progress, and directs the development of strategies and resolutions to major issues related to Procurement, Supply Chain Management, and Client Services programs
- Provides policy direction to assigned major functional areas, directing the establishment of goals, major priorities, and advising in the development of strategies and resolution of major problems
- Provides advice to the CEO on significant matters and undertakes special projects as directed
- Manages departments including developing, monitoring and adhering to Metro's policies, budget and achieving goals and objectives of reporting units Ensures compliance with outside regulatory agencies and internal programs
- Ensures adequate funding to meet ongoing and project commitments
- Formulates policy recommendations for Metro's Board of Directors, attends Board meetings, presents reports to the Board
- Maintains and updates long-range staffing plans, resource needs, and contingencies to support Metro projects
- Executes agency-wide contracting authority as delegated by the CEO
- Exercises full breadth of authority through contract formation, partnering, administration, resolution of disputes and claims
- Represents Metro at meetings and conferences with public agencies, the private sector, public and corporate officials, and the general public
- Ensures that employees can effectively contribute to the accomplishments of the department's and Authority's goals and objectives
- Directs and manages department's response to annual and ad hoc audit requests; implements audit recommendations, as appropriate
- Recommends cost avoidance procurement methodologies to Project Managers and the CEO when appropriate
- Directs preparation and administration of the department's budget
- Provides for continuous professional development training for all employees
- Consults and advises management staff and the Board of Directors in procurement activities and issues
- Directs the creation and maintenance of an atmosphere which promotes positive human relations and open communications between employees and supervisors
- Leads the development of agency-wide business continuity and emergency management programs and plans
- Contributes to ensuring that the EEO policies and programs of Metro are carried out

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Date Originally Created: 11/13/2013

Date Revised: 1/7/2016

EXECUTIVE DIRECTOR, VENDOR/CONTRACT MANAGEMENT  
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**Essential Knowledge and Abilities**

Knowledge of:

- Theories, principles, and practices of public procurement processes and supply chain management techniques, concepts, and processes
- Applicable local, state, and federal laws, rules and regulations pertaining to public procurement
- Business computer user applications as applied to contract administration activities
- Effective Project Management skills and techniques

Ability to:

- Ensure key organizational goals, priorities, values and other issues are considered in making program decisions
- Exercise leadership to implement and to ensure that Metro's mission and strategic vision are reflected in the management of its people
- Establish program/policy goals and the structure and processes necessary to implement Metro's mission and strategic vision
- Ensure that programs and policies are being implemented and adjusted as necessary, that the appropriate results are being achieved, and that a process for continually examining the quality of program activities is in place
- Interact professionally, effectively and sensitively with various levels of Metro/PTSC employees and outside representatives
- Acquire and administer financial, material, and information resources to accomplish Metro's mission, support program policy objectives, and promote strategic vision
- Explain, advocate, and negotiate with individuals and groups internally and externally to develop an expansive professional network with other organizations and organizational units
- Read, write, speak, and understand English

**Minimum Qualifications**

Potential candidates interested in the EXECUTIVE DIRECTOR, VENDOR/CONTRACT MANAGEMENT position SHOULD meet the following requirements:

- Bachelor's degree - Business, Public Administration or other related field
- 8 years' senior management-level experience in transit industry public procurement, supply chain management, or diversity & economic opportunity
- Master's degree in Business Administration, Public Administration or other related field desirable

**Special Conditions**

- None.

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(Continued)

**Disclaimer**

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.