

## **Management Analyst**

The Transbay Joint Powers Authority (TJPA) is seeking a highly motivated individual with exceptional organizational and communications skills to support the Transbay Program in a fast-paced team environment. The qualified candidate must be able to prioritize and manage multiple duties and tasks with frequent interruptions. Candidate must be able to work in a team environment and have a dedication to quality customer service. The individual should also be able to independently identify and initiate management projects.

Under the direction of the Chief Financial Officer (CFO), the Management Analyst will be a key member of the TJPA team, handling contract management, reporting, and Programwide tasks. Duties will include, but are not limited to, the following:

### **Contract Administration**

Assist CFO in managing procurements and contracts in accordance with Federal regulations and TJPA policies. This may also include taking the lead or assisting with any or all of the following:

- Preparing quarterly reports for the TJPA Board
- Procurement coordination, including:
  - Preparing/coordinating the RFP documents, including maintaining the standard RFP template
  - RFP process coordination;
  - RFP advertising and outreach;
  - Ensuring independent cost estimates and cost-price analyses are performed as required
  - Reviewing forms submitted by proposers
  - Coordinating the selection process
  - Coordinating resolution of protests, as necessary
  - Coordinating and/or preparing contracting documents, and staff reports for TJPA Board
- Monitoring compliance with contract requirements, including but not limited to prompt payment, insurance, Disadvantaged/Small Business Enterprises, and other non-technical contract terms
- Reviewing contract provisions and conducting review and analysis of vendor invoices to ensure contract compliance
- Administering contract close-out process
- Maintaining procurement and contract files
- Entering contract and purchase orders in financial accounting system
- Preparing and updating written procedures for procurement and contract management activities

- Assist CFO in managing Disadvantaged/Small Business Enterprise programs, including calculating goals for participation and working with other agencies engaged in increasing participation
- Assist CFO in managing the TJPA's Title VI Program
- Review budget and encumbrance amounts and compare them to vendor contract invoices to ensure alignment

### **Programwide**

- Assist the CFO with coordinating and submitting Federal, State, and local funding applications, and ensuring TJPA representation at public agency meetings considering applications
- Monitor and coordinate TJPA representation at partner agency meetings as necessary
- Coordinate, assemble, and distribute various reports for stakeholders
- Monitor and update content on the TJPA website for consistency and timeliness; develop and post electronic newsletter
- Technical writing and graphics support
  - Assist with preparing PowerPoint presentations

### **Other Duties as Needed**

Support TJPA staff with additional special projects and duties as needed. This may include, but not be limited to, the following:

- Supporting Finance staff with discrete tasks related to separation of duties under internal accounting controls
- Providing administrative support including front desk coverage in coordination with other staff, as necessary
- Other duties as needed/assigned by the Executive Director or CFO

### **Qualifications**

- College degree from an accredited University
- Five years of verifiable experience in government relations, communications, public relations, law, and/or transportation, including writing, reviewing and analyzing legislation and familiarity with grant making processes
- Excellent written and oral communication skills
- Outstanding organizational, interpersonal and time management skills; detail oriented
- Demonstrated accuracy and thoroughness of work; monitors own work to ensure quality
- Ability to multi-task and take initiative, cheerfully and respectfully handling multiple assignments simultaneously and meeting deadlines in a fast-paced environment
- Ability to organize work, set priorities, meet critical deadlines and follow up assignments with minimum direction
- Strategic and creative thinker

To be successful as an employee of the TJPA you must also:

- Have a passion for our mission
- Be an innovative and creative thinker
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic
- Work well both independently and as part of a team
- Thrive in a fast-paced environment

#### Compensation

Salary is negotiable dependent upon qualifications and experience. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, initially 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

#### Application Process

Send a cover letter and resume via e-mail to Nila Gonzales, [ngonzales@tjpa.org](mailto:ngonzales@tjpa.org), or via mail to 201 Mission Street, Suite 2100, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

#### Equal Employment Opportunity

The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at [www.tjpa.org](http://www.tjpa.org)