BUDGET AND PROCUREMENT DIRECTOR

The Position:
Under the direction of the Chief Financial Officer (CFO), the Budget and Procurement Director plans, organizes, directs, and coordinates TJPA’s budget and procurement functions, including a) develops and manages short- and long-range operating and capital budgets, and coordinates budget related activities with other internal and external stakeholders, b) directs and manages TJPA’s procurement of goods and services, ensures compliance with applicable federal, state, and local laws and regulations, and provides primary supervision to assigned subordinate procurement staff, c) coordinates, monitors and manages grants, and d) provides assistance to the CFO in a variety of related assignments.

Essential Job Functions:

Budgeting (40%)

- Conducts complex financial analyses to plan, organize and direct the annual preparation of the Authority’s operating and capital budgets and related documents; prepares budget resolutions and provides assistance during the TJPA Board of Directors’ review of budget material and information; and manages development of periodic budget status reports to the TJPA Board of Directors and other stakeholders
- Manages the planning, organizing, and coordinating the implementation of capital project and operating budget controls, including cost control policies and procedures
- Oversees financial forecasting and economic analysis for TJPA Executive staff, including feasibility studies and cost analysis, as well as development of Key Performance Indicators (KPI’s), and related policies and procedures for TJPA
- Reviews TJPA’s budget performance and analyzes budget requests throughout the fiscal year, extracts data from the Enterprise business system, identifies variances, and recommends allocations, modifications and/or reductions
- Coordinates with TJPA’s Project Managers to review budget variances; recommends systems and process improvements, and prepares project revisions to secure additional funding
- Supervises, with a consultant team, the preparation of periodic reports of capital project status and actual expenditures by monitoring and analyzing capital project activities and expenses, and compliance to grantors’ funding requirements, to ensure continued capital funding
- Provides, with a consultant team, input for the establishment and revision of budgets for capital projects and operating budget; reviews and justifies budget variances, and recommends systems and process improvements to project management
- Consults with TJPA Executive Staff on a continual basis to determine the financial impact of alternative financial decisions
- Develops and implements actions and strategies to address economic fluctuations
- Administers the activities and reviews the work of staff and external consultants
• Answers questions and provides financial and budget information to internal and external stakeholders
• Evaluates budgeting procedures to develop and implement new processes and technologies
• Provides, or assists in providing, training in project control methodologies, procedures, and systems to TJPA staff, consultants and contractors

Procurement (40%)
• Oversees the development and administration of the TJPA’s procurement policies and procedures to ensure compliance with Federal, State, and local laws and regulations, and provides training to staff and consultants
• Manages the development and implementation of goals, objectives, priorities, internal standards, policies, and controls; monitors and evaluates the efficiency and effectiveness of contract administration service delivery methods and procedures
• Oversees the development and administration of contract activities and solicitations, including invitations for bid (IFBs), requests for proposal (RFPs), and requests for qualification (RFQs); contract awards; and delivery of goods and services
• Participates in pre-bid and pre-construction meetings and negotiations
• Ensures that, with the legal team, all contracts protect the interests and uphold policies and procedures of TJPA, as well as maintain compliance with Federal, State, local laws, and regulations
• Evaluates and recommends contracts for award prior to submittal to TJPA Executive staff and the Board of Directors for final approval
• Oversees contract management by Project Managers, including tracking costs and reviewing contract authority to ensure that costs do not exceed authorized limits by monitoring contracts and billings for consultants, contractors and vendors providing goods, professional and technical services
• Reviews, with Project Managers, contractor work plans and activities to ensure consistency with contract, avoid duplication, and assist with contract administration
• Reviews and recommends contract amendments, revisions, and terminations prior to submittal to TJPA Executive Director or Board approval
• Manages the preparation of periodic and ad-hoc reports related to procurement and contracts
• Provides recommendations to TJPA Executives on procurement functions including contract award and administration, and makes recommendations for resolution of contracts and procurement issues, in relation to TJPA’s contracting and materials needs
• Monitors legislation and industry changes in public sector contract administration, evaluates the impact on TJPA and recommends changes and improvements, as needed

Grants (10%)
• Monitors federal, state, and local grant opportunities
• Coordinates with CFO and consultant team to prepare grant applications
• Ensures appropriate expenditures are allocated to grant sources
• Coordinates preparation of grant drawdowns and compliance reporting
Other (10%)

- Selects, trains, motivates, and evaluates assigned staff; provides and coordinates staff training; makes recommendations for staffing levels for the assigned areas; works with employees to correct deficiencies; and implements discipline procedures when necessary
- Supports TJPA staff with additional special projects and duties as needed
- Other duties may be assigned by the Chief Financial Officer and/or Executive Director

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in economics, finance, business administration, public administration, or a related field; and four years of increasingly responsible experience in complex budget development and administration; procurement administration and management; and grant coordination and management; or an equivalent combination of education, training, and experience. Experience in a public agency is strongly preferred.

Knowledge, Skills, and Abilities:

- Principles, practices, and procedures of budget development and administration, and governmental accounting
- Principles, practices, and procedures of procurement and purchasing of goods, materials and professional services, as well as contracts administration, including scope of work preparation and methods for administering both formal and informal contracts processes and negotiations
- Principles and practices used to develop short- and long-term financial analysis and modeling, as well as policy development and implementation
- Applicable Federal, State and local laws, rules, regulations, policies, and procedures, including Federal Transit Administration contracting guidelines, DBE, MBE, WBE, SBE participation, and regulations
- Principles and practices of grant management, including Federal, state, and local grant requirements
- Commonly used software for spreadsheets, statistics, word processing, and presentations at an advanced level of proficiency, for both tracking and administration of operating and capital budgets, as well as contracts and professional service agreements
- Principles of supervision including leadership, work planning, motivation, team building, conflict resolution, and evaluation
- Effective written and oral communication skills

Ability to:

- Effectively administer, plan, organize, and direct a major comprehensive budgetary and procurement program in a public agency with multiple functions
- Design and implement an effective and integrated budgetary and procurement control system
- Develop and implement procedures and guidelines consistent with TJPA policies and interpret these policies and procedures to staff and other agencies
- Analyze and evaluate complex financial and fiscal problems and recommend effective solutions
- Identify, develop, and effectively utilize all available resources
• Establish and maintain effective working relationships with those contacted in the course of work
• Communicate clearly and effectively, both orally and in writing
• Take initiative, reason logically, and be creative in developing and introducing new ideas
• Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems
• Prepare and present clear and concise correspondence and reports

To be successful as an employee of the TJPA you will 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 independently as well as part of a team
• Thrive in a fast-paced environment

Compensation
Salary is negotiable dependent upon qualifications and experience. The pay range for this position is $135,200 - $195,520. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, 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, or via mail to 425 Mission Street, Suite 250, 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