

RHODE ISLAND PUBLIC TRANSIT AUTHORITY

POSITION DESCRIPTION

Job Title: Executive Director of Procurement and Inventory

Date: March 2022

Department: Procurement

Reports to: Chief Financial Officer

Position Summary:

This is a senior management position with broad latitude for the exercise of independent judgment responsible for RIPTA's Procurement and Inventory Departments. Ensures that RIPTA's Procurement Department operates in full compliance with all aspects of State and Federal purchasing/ethics laws and regulations and RIPTA's purchasing policies. Ensures all DBE and related civil rights procurement responsibilities are effectively managed and implemented. This position directs, manages, supervises, and coordinates the activities and operations of the Authority's inventory control and parts management system.

Essential Duties and Responsibilities:

- Serves as the official contracting officer for the Authority;
- Responsible for the daily operations of the Rhode Island Public Transit Authority's Procurement Division, including all procurement matters, such as contracting, buying, atypical acquisitions (including real estate items), salvage/disposal functions and responsibilities for the Authority;
- Ensure compliance with all Federal, State laws/regulations and Disadvantaged Business Enterprise programs (DBE) as it relates to the procurement practices of Rhode Island Public Transit Authority;
- Responsible for coordination of obsolete property/vehicles and items, (including computer equipment) within RIPTA's disposal procedures;
- Oversight of bid specifications for RIPTA's bid process. Verifies and approves all procurement actions;
- Oversight of all office supplies and furniture for RIPTA departments;
- Oversight procurement responsibility for fuels, chemicals, janitorial supplies, laboratory services, waste management, outside environmental consulting contracts as requisitioned by user departments. Interfaces with maintenance and stockroom on review and approval of chemicals;
- Manages the physical and computerized inventory system, developing standards for database accuracy; assists with modifications and improvement;
- Participates in bus repair campaigns relative to bus part requirements and compatibility;
- Identifies hazardous waste inventory items and coordinates MSDS sheets with Environmental Director;
- Oversight of purchase orders/bids ensuring compliance with State and Federal laws/regulations;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of inventory control and management;
- Trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures;
- Generates statistical reports, computerized software programs, including, but not limited to, Microsoft Word, Excel, Power Point, in support of projects and programs;

- Demonstrated ability to work independently with minimal supervision, follow directions well and follow through with all assignments, paying close attention to detail and accuracy;
- Perform other duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic Knowledge:

- Must have in-depth knowledge of federal, state and local government laws, rules and regulations that govern procurement/inventory practices;
- Must have proven experience in RFP development;
- 10+ years of proven experience in an executive managerial position or relevant role;
- Exceptional capacity for managing and leading people; team builder with proven experience; ability to communicate both on an individual level and in large groups; capacity to enforce accountability;
- High level of business acumen and the ability to balance the delivery of programs against the realities of a budget;
- Strong problem solving and project management skills;
- Ability to think strategically, anticipate future consequences and trend and incorporate them into the organizational plan;
- Excellent interpersonal and public speaking skills;
- Understanding of business functions such as HR, Finance, Planning and Operations;
- Working knowledge of data analysis and performance/operation metrics;
- Working knowledge of IT/Business infrastructure and MS Office;
- Aptitude in decision-making and problem solving;

Education:

Graduation from a college of recognized standing with major in Business Administration or relevant field.

Experience:

Considerable (10+ years) experience employed as a manager and/or director or relevant role in a large agency responsible for operations; extensive experience in writing policy documents; widespread experience and exposure to industry standards and services with emphasis on the development of transit advancement.

OR: RIPTA reserves the right to consider any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

This position has a wide latitude to exercise initiative and independent judgment.

Supervisory Responsibility:

All positions within the Procurement and Inventory Departments.