

# THE DETROIT PEOPLE MOVER

OWNED AND OPERATED BY THE DETROIT TRANSPORTATION CORPORATION

## JOB DESCRIPTION

TITLE: Assistant Materials & Procurement Manager

FLSA: Exempt / Non Union

RESPONSIBLE TO: Manager, Procurement / Materials Control

POSITION OUTLINE: This position provides support to the Materials & Procurement Manager on all aspects of controlling the materials for direct support of the maintenance of the Detroit People Mover vehicles and its facilities.

## DUTIES AND RESPONSIBILITIES:

- Managing and coordinating all of the activities associated the Detroit People Mover Maintenance efforts to support operational goals
- Prepares, prioritizes, and conducts complex acquisitions of equipment, materials, supplies, construction, and services which require agreements or contracts using formal procurement processes such as Requests For Proposal's (RFP's), Invitations For Bids (IFB's), Request for Qualifications (RFQ's), etc. in accordance with DTC policies and procedures and State and Federal requirements.
- Selects vendors, compares price quotations, negotiates terms and conditions for procurements under the direction of the Manager of Material Control and Procurement.
- Responsible for all aspects of shipping and receiving, training, organizing and assigning work of staff. Reviews work of subordinates and other professional staff as necessary
- Insures procurements comply with DTC policies as well as State and Federal requirements.
- Researches and interprets contract provisions including explaining contract processes, penalties, and compliance terms to users and Contractors
- In the absence of the Department Manager, functions as the designated team lead for the DTC's computerized procurement module. Stays current, implements changes, supports, and resolves issues and represents Procurement in the development and testing of new DTC software, programs, etc.
- Provides technical expertise and guidance to Procurement & Inventory Control Staff and others relative to the DTC's procurement and inventory control system
- Interacts with originating departments to ensure that available goods or services meet with their requirements including assisting with the development of specifications or scope of work.
- Provides technical expertise and guidance to others concerning terms of contractual agreements, formal procurement processes, inventory control processes and maintaining the physical inventory

- Resolves discrepancies in contracts and prepares written documentation as required
- Documents procurements and inventory and maintains the various procurement and inventory files using a personal computer
- Writes reports and agenda items for the Board of Directors
- Solicits small businesses, Disadvantaged Business Enterprises (DBE), and Women-owned Business Enterprises (WBE) to participate in the DTC's procurement process
- Responsible for maintaining, supporting, and promoting a safe work environment while complying with all of DTC's safety rules, policies, and procedures
- Provide continuous effort to improve procurement operations, inventory control operations, while streamlining the work processes and work cooperatively and jointly with others to provide quality customer service.
- Perform other tasks as assigned.
- Responsible for administering and adhering to provisions of the collective bargaining agreement.
- Responsible for incorporating safety into all aspects of job functions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrate ability and Knowledge of value analysis, contract law, and the legal aspects of purchasing. Familiarity with State and Federal procurement guidelines. The knowledge of methods, practices and procedures involved with procurement and inventory control in compliance with DTC policies and procedures. Proficient in the use of ERP, MRO and the use of a computer and utilize applicable software systems. Able to secure competitive bidding and locate sources of supplies. Interacts with the public, subordinates and supervisory personnel in a tactful and effective manner. Maintains confidentiality and maintain the integrity of the organization


**EDUCATION AND EXPERIENCE:**

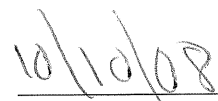
An accredited college degree (BA) in Public Administration, Business Administration or Management with a minimum of six years of progressively responsible experience as a Procurement Manager, Buyer, Inventory Control Supervisor, or equivalent, in a high volume public agency. A suitable combination of relevant education and applicable experience may be considered.

**OTHER REQUIREMENTS:**

A Certified Purchasing Manager (C.P.M.) Certification by the National Association of Purchasing Management, Inc.; APICS Certification from the American Purchasing and Inventory Control Society or American Management Association (AMA); or a Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB) Certifications from the National Institute of Governmental Purchasing is desired.

APPROVED:

  
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 General Manager

  
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 Date