



SENIOR MANAGER OF AGREEMENT MANAGEMENT

JC: 000353

PG: 10

BU: 95 (NR)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, develops, manages, and oversees complex service agreements; develops and ensures adherence to policies and procedures; ensures compliance with federal procurement policies; supervises and evaluates staff directly and through subordinate managers; acts as liaison to departments utilizing on-call service agreements; provides highly responsible and complex administrative support to the Director of Procurement; and performs other duties as assigned.

CLASS CHARACTERISTICS

This classification is the full senior managerial level with full functional management responsibility for multiple divisions within a major department with significant responsibility for managing, administering, and implementing multiple policies or programs, responsibility for directing the work of managers, and significant strategic development, implementation, and administration of planning future delivery of services that may have significant, long-term impact to the organization. This classification is distinguished from the Project Support Manager in that the latter classification manages a subset of the division and is responsible for implementation of the policies and procedures developed by the Senior Manager.

REPORTS TO

Director of Procurement

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Oversees and assumes leadership and management responsibility for the development and oversight of service agreements, ensuring accuracy and compliance with relevant governing laws in agreement scopes, work plans issued against the agreement, and invoicing.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities in the area of agreement management; recommends and administers policies and procedures.
3. Liaises with client departments, contractors, and consultants and coordinates with leadership throughout the District to understand their need for on-call services and provide guidance in setting up new agreements and issuing work plans.
4. Ensures compliance with FTA regulations and requirements.

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5. Oversees the development and maintenance of tracking logs and reports to ensure appropriate vendor tracking.
6. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates personnel; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, withing departmental policy, appropriate service, and staffing levels.
9. Attends and participates in professional group meetings; stays abreast of new trends in the contact management field and related policies.
10. Fields requests and questions from vendors and provides guidance to ensure compliance with federal acquisition regulations, agreement terms, and other applicable governing laws and policies.
11. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to policies and procedures as appropriate.

QUALIFICATIONS

Knowledge of:

- Applicable state, federal and local government laws and regulations governing public sector procurement and agreement management
- Contract negotiation and administration
- Generally accepted accounting and auditing principles and standards
- Principles and practices of financial record keeping and reporting
- Analytical methods for preparation of financial and other reports
- Principles and practices of program development and administration
- Management principles, including strategic work planning and resource allocation
- Principles and practices of supervision, training, and performance evaluation
- Effective public speaking, presentation, and written communication

Skill/Ability in:

- Interpreting and applying contract management laws, principles, and practices
- Participating in the development and administration of division goals, objectives, and procedures
- Selecting, supervising, training, and evaluating staff
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Listening and communicating clearly and concisely, both orally and in writing
- Identifying, analyzing, and reporting upon activities, issues, and programs and recommending appropriate solutions

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- Establishing and maintaining effective working relationships with those contacted in the course of the work inside and outside of the organization

MINIMUM QUALIFICATIONS:

Education

Possession of a bachelor's degree in Accounting, Business Administration, Public Administration or a closely related field from an accredited college or university.

Experience

The equivalent of five (5) years of full-time professional verifiable contract/agreement management or closely related experience, which must have included two (2) years of management-level experience.

Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computers.

Physical Conditions

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0150 – Purchasing Managers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created: August 2022

Revised:

Updated :