



### **PROCUREMENT & CONTRACTS ASSISTANT I**

STATUS: Non-Exempt

SALARY: \$46,000 - \$66,000 per year  
(\$22.12 - \$31.73/hour)

#### **SUMMARY**

Under direction of Contracts and Compliance Supervisor and general direction of the Director of Capital Projects, Procurement and Contracts Assistant I works within the Procurement and Contracts Department and with San Joaquin Regional Rail Commission (SJRR) staff to ensure Agency procurements and contracts are in accordance with established guidelines and SJRR's adopted Procurement Manual. The position is responsible for performing a variety of tasks required for public procurement of goods and services and proper disposal of assets. The tasks are sometimes confidential or complex in nature and must be performed in a manner that ensures the efficient and proper expenditure of public funds.

#### **REPRESENTATIVE DUTIES**

*This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.*

#### **REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:**

1. Educate and work with staff to ensure procurement process is followed and all purchases are consistent with Agency's Procurement Manual.
2. Assist in the bid and proposal process including development of documents; distributing plans; posting bids on an e-procurement system; conducting and/or attending bid openings; documenting vendor responses; preparing and distributing bid tabulations; verification of required bonds, insurance, and other specification requirements to determine responsiveness. Understands, interprets and ensures compliance with local, state and federal law. Responsible for compliance with state and federal regulations and inclusion of the requirements in the solicitation package.
3. Assist in contract negotiation, development and execution working in collaboration with legal counsel. Responsible for documenting and maintaining the procurement



history for all procurements. Responsible for maintaining a contract database for all current contracts and monitoring contracts for renewal or rebid. Responsibilities include contract administration duties during the term of the contract to ensure compliance.

4. Responsible for reviewing and processing requisitions, issuing purchase orders in compliance with the pricing structure in contracts/agreements and in compliance with local, state and federal statutes.
5. Respond to inquiries regarding bids, purchase orders, SJRRC procurement policies, state/federal purchasing requirements or other purchasing information to vendors, general public, and other SJRRC departments. Assists with providing responses to open records requests.
6. Assist with training of department users of integrated financial system procurement modules and other procurement software applications. Responsible for developing and conducting training related to procurement processes.
7. Maintain records, logs, lists, and other documentation in relation to procurements and contracts.
8. Make recommendations for changes and improvements to existing standards and procedures as necessary.
9. Assist in preparing and presenting statistical and other data in written, graphic and oral form.
10. Participate in budget process to ensure obligations are included.
11. Attend Contract and Compliance related workshops as required.
12. Perform other duties as assigned or required.

Partner with Project Managers to:

- Assist with compliance of procurement policies and procedures.
- Schedule Request for Proposal (RFP)/Invitation for Bid (IFB) events.
- Assist in determining responsiveness of vendors.
- Inform new contractors and vendors of process requirements.
- Reporting project updates and tracking invoices, payments.
- Track current contracts.

### QUALIFICATION GUIDE

#### Knowledge of:

- Office machines, office filing systems and record keeping procedures
- Computer software Spreadsheets (i.e. Excel) and word processing (i.e. Word).
- Basic mathematics
- Basic office functions

#### Ability to:

- Understand and follow detailed instructions.
- Communicate effectively with outside vendors, consultants, customers and others.
- Learn accounting software requisition/purchase order modules and other related programs related to procurement management.
- Operate adding machines, calculators, computers and other related office equipment.

### EDUCATION AND EXPERIENCE

Any combination of education, training and experience providing the knowledge and skills which demonstrate the ability to perform the duties of the position. Preferred sample combination includes:

**Education:** Minimum Associate of Arts degree in business management/administration, or three years of equivalent experience in related field.

**Experience:** Will consider entry level. One to three years of experience performing procurement related activities is desirable.



### WORKING CONDITIONS/PHYSICAL ACTIVITIES

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job.)*

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Ability to understand verbal communication and to respond effectively.
- Reaching, grasping, feeling, talking, hearing, seeing, frequent lifting of 5-30 pounds and occasionally 30-70 pounds, and repetitive motions in computer use.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to dust and/or various outdoor conditions.

### OTHER REQUIREMENTS

- Must possess and maintain a valid Driver's License.
- Frequent driving within the ACE and San Joaquin Corridors.
- Maintain availability to work evenings and Saturdays.



*San Joaquin Regional Rail Commission (SJRRC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.*

*SJRRC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.*



## Additional Employment Information

---

### GENERAL BENEFITS PACKAGE

- Choice of PPO or HMO plans. 100% employee coverage, 70% dependent coverage
- Vision, dental and life insurance programs
- Agency contribution equivalent of 15% of employee's base salary to a defined contribution plan (401(a)); five-year vesting program
- Sick leave accrued at 12 days per year
- Vacation leave accrued starting at 10 days per year
- 10 observed holidays
- Floating holidays accrued at four days per year
- Optional deferred compensation program (457)

### SELECTION PROCESS

SJRRRC seeks to employ persons whose backgrounds and abilities enhance the diversity of the demographics of the community it serves. The selection process is based on merit, and shall extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

Applicants best matching the requirements of the position will be invited to take an assessment, if applicable, and initial interview. Applicants successful in the assessment and initial interview may be asked to return for additional interviews as warranted. Candidate will be required to successfully complete a drug and alcohol test, background report and physical examination prior to appointment.



SAN JOAQUIN  
REGIONAL  
RAIL COMMISSION

## Additional Employment Information

---

### TO APPLY

Interested applicants must submit both a resume and SJRRC application for employment by email to [acejobs@acerail.com](mailto:acejobs@acerail.com), or mail to:

San Joaquin Regional Rail Commission  
Attn: Human Resources  
949 East Channel Street  
Stockton, CA 95202

Applications may be downloaded from the ACE website at [www.acerail.com](http://www.acerail.com) or picked up at the above address. SJRRC is an Equal Employment Opportunity Employer.

For more information about SJRRC and ACE, please visit [www.acerail.com](http://www.acerail.com).  
For more information about SJJPA, please visit [www.sjjpa.com](http://www.sjjpa.com).