

**TBI Airport Management, Inc.
Burbank Bob Hope Airport**

Job Description

Manager, Procurement

Reports to: Director, Procurement

Status: Exempt

Pay: \$110,000 - \$120,000

Schedule: 9/80, in-person (every other Friday off)

General Description:

The Hollywood Burbank Airport is seeking a collaborative and proactive Procurement Manager to manage the airport's procurement operations. The Manager is responsible for analyzing, planning, directing, and overseeing procurement processes for services, materials, supplies, equipment, and capital projects. This position supervises professional procurement staff, supports senior leadership, and works collaboratively with Airport departments to meet operational needs.

The Procurement Manager ensures procurement activities comply with applicable laws, regulations and established policies.

Essential Job Functions:

Typical Tasks

Responsible for oversight of procurement functions, including:

- Supervises, mentors, and develops procurement staff. Assists in planning for future staffing and long-term procurement strategy.
- Administers and manages the Airport's procurement and solicitation processes, including Request for Bids (RFBs), Request for Proposals (RFPs), Request for Qualifications (RFQs), and other competitive procurement methods in accordance with the established procurement policies and procedures.
- Manages all airport procurement functions, overseeing formal and informal solicitations, cooperative and emergency purchases, and full lifecycle contract management from solicitation through renewal and termination.
- Leads and supports the planning, solicitation, and evaluation of complex and high-impact procurements, including large capital projects, construction, and professional and technical services.
- Reviews and analyses Requisitions to Purchase (RTPs) and provides guidance to departments to ensure accurate specifications, proper procurement methods, and compliance with applicable policies.
- Coordinates and participates in bid/proposal review, site visits/job walks, evaluation committees, vendor presentations and interviews, and procurement meetings.
- Evaluates procurement results and prepares recommendations for contract award.
- Supports departmental budgeting and strategic planning efforts. Assists departments in developing scopes of work, specifications and evaluation criteria.

- Oversees contract development, administration, amendments, extensions, compliance, and closeouts. Resolves contract and vendor disputes.
- Ensures full compliance with airport procurement policy, federal and local procurement laws and regulations, ethics standards, and public transparency requirements, maintaining audit-ready records and strong internal controls.
- Assesses procurement training needs and develops and delivers procurement-related training to departments and coordinates training for procurement department staff.
- Oversees the implementation, administration, and training related to the Airport's e-procurement system, including identifying and implementing technology solutions that improve procurement efficiency and transparency.
- Administers the Airport's surplus property disposal program, ensuring compliance with applicable policies and asset management procedures.
- Maintains the integrity of the public procurement process.
- Performs other duties as assigned.

Minimum Qualifications:

Employment Standards

- Bachelor's degree and minimum three years' work experience relevant to the responsibilities and functions detailed above; or equivalent combination of education and experience.
- Requires administrative and technical judgment in identifying and solving problems as well as to provide appropriate guidance to others on a variety of procurement issues.

License and Special Requirements:

- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

Supplemental Information:

- Professional procurement or paralegal certification is preferred: NIGP-CPP, Certified Public Procurement Officer (CPPO), NALA Certified Paralegal

Knowledge of:

- Microsoft Office software (Microsoft Outlook, Word, Excel, and Power Point).
- Exceptional verbal and written communication skills.

Ability to:

- Perform job functions with minimal supervision.
- Adapt to different client needs and to develop and maintain successful working relationships.
- Work cohesively with all levels of management, all departments and co-workers as part of a team.
- Maintain confidentiality at all times.

Interested applicants may apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/o/JB-YB4URC1Z4/landing?u=137146&source=HB-Website>