

**Pioneer Valley Transit Authority
Job Description**

Job Title: Purchasing & Procurement Officer	F.L.S.A. Status: Full Time, Exempt
Position Location: Administrative Offices	Department: Administration
Reports To: Administrator	Salary Range: \$1,346 - \$1,442 /Week, Depending on Experience

Position Summary: This position oversees, within the limits of delegated authority, the approval and control of the Organization's Purchasing Functions in a manner that ensures full and open competition and that all Procurement Activities are carried out in accordance with applicable Laws and FTA Requirements; develops, monitors, and enforces PVTA's own Procurement Policies and Procedures and Contract Administration; directs the PVTA's competitive bidding, competitive negotiation, and quote solicitation processes; and manages and maintains all Procurement Records, Contracts and Related Documentation. This position requires strong attention to detail, while being able to perform all job duties in a highly effective and efficient manner.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned by the Administrator.

Serve as Procurement Officer for the PVTA: Oversee the approval and control of the Purchasing Functions of the PVTA; coordinate purchases to ensure Procurement Activities are carried out in accordance with applicable Federal and State Laws, Policies, and Procedures; review Purchase Orders for accuracy, ensure availability of funds and process relevant documentation to appropriate Departments; and maintain current knowledge of market conditions that could affect normal operations.

Develop, Monitor, and Enforce PVTA's Own Procurement Policies and Procedures: Keep current with FTA and other applicable guidelines governing the Procurement Process and Contract Administration; maintain updated Procurement Manual for ensuring compliance with required and recommended practices; provide oversight of all Procurement Activities to ensure PVTA's own Policies are followed; respond to periodic audits of Procurement Function and take corrective measures as appropriate.

Assist Departments in Preparation of Technical Bid Specifications, and Proposal Requirements: Participate in Department Meetings and make decisions relative to the Procurement Policies and Procedures of the PVTA; advise Management on Procurement Document Development and relevant Policies and Procedures; assist with research relative to Procurement and coordinate efforts among constituents in the development and assessment of Fixed-Route and Paratransit Service RFP's.

Direct the Authority's Competitive Bidding, Competitive Negotiation, and Quote Solicitation Processes in Accordance with Applicable Regulations and Sound Business Practices: Direct Procurement Activities in a manner that ensures full and open competition; develop solicitation

documents/packages and advertise for Bids; evaluate responses and prepare Contract Award Notifications in accordance with applicable Regulatory Requirements and sound Business Practices; assist with negotiating Procurement Contracts, supervise controls on receipt of services, materials and supplies; authorize formal Bid Procedures and conduct Bid and Proposal Meetings; ensure the existing Policies and Procedures for Purchasing goods and services for the Transit Authority are adhered to and provide the best quality of goods and services at the most economical cost; determine appropriate responses in matters of Bid protests, Procurement issues; complex Procurements, problems with Suppliers, and External and Internal Audits.

Represent the PVRTA on Procurement Matters: Serve as liaison between the PVRTA and Federal Agencies, Local Organizations, Professional Associations, and other groups; provide updates on Procurement matters to PVRTA Advisory Board members on a periodic basis as needed; inform and update PVRTA Advisory Board on major Capital Projects and other major Procurements.

Maintain Procurement Records and Related Documentation: Manage all Procurement Records and ensure that all Procurement Activities are properly documented according to FTA Requirements; manage and secure Procurement Files and Contracts; monitor access by Authorized Personnel; develop, implement and maintain appropriate Management Information Systems to provide for efficient retrieval of Purchasing Activity Records; make continuous quality improvements to Recordkeeping Systems related to Procurement and Purchasing.

Coordinate Procurement-Related Efforts Among Other Departments: Coordinate Procurement efforts with DBE Officer; assist DBE Officer with preparation of related goal-setting (2x/yr); brief other Departments and Senior Management on DBE goals and objectives; submit quarterly milestones to the FTA; assist with coordinating, monitoring and managing DBE activities as they relate to Procurement and update milestones as required; participate in conferences and meetings with DBE Suppliers and Community Groups; develop and submit all DBE Charter and Program of Project Requirements; and maintain related data and record keeping.

Perform Grants Management oversight and coordination related to major Capital Projects; work closely with Finance Department Personnel to maintain current status of Grant Funding and related expenses.

Perform other Duties as required and adapt to changing needs of the Department.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education and/or Experience: Bachelor's Degree from an accredited four-year College or University is required. Minimum of 5 years of directly related experience and/or training, or equivalent combination of education and experience. Demonstrated experience in Business Administration and Grant/Contract Administration at Federal or State level preferred. Strong analytical and computer skills, and demonstrated ability to read, interpret and administer contracts. Must possess excellent communication skills, both verbal and written, strong presentation and organizational skills. Knowledge of contract administration, budget preparation, and accounting procedures.

Preferred Qualifications: Experience in Business or Public Administration and Grant/Contract Administration at the Federal or State level. 3-5 years of Public Transit experience preferred.

Specific Regulatory Knowledge (strongly preferred): Knowledge and experience with FTA Circular 4220.1F, Massachusetts Unified Procurement Act (M.G.L. 30B), and Massachusetts prevailing Wage Laws; Ability to interpret Federal and State Regulations pertaining to Procurement. Strong understanding of Federal and State Regulations as they pertain to Public Transit and Procurement Practices. Ability to become intimately familiar with these, and all other related Regulations within 6 months of Employment and incorporate into previous working knowledge of Procurement Practices and Procedures..

Licenses and Certifications: Certificate in Procurement Practices and Contract Administration Procedures as they relate to FTA Guidelines. Must have ability to become Certified by attending related Training Programs within 6 months of Employment (must attend relevant Training Programs).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, color vision, and ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.