Procurement Manager

Position Summary

This position is to provide for the needs of the customer departments, procure goods and services that are the best overall value to the agency, encourage maximum competition, and adhere to State and Federal procurement rules and regulations, as well as those of the agency.

Essential Functions

- Work with management staff and executive leadership to accomplish organizational goals and objectives.
- Manage assigned procurement solicitation documents including technical specifications and assist other departments in the purchase of supplies, services, and equipment as requested.
- Manage the preparation of the independent cost or price analysis, sole source requirements, and project documentation that are needed to properly document procurement action.
- Evaluate vendors’ offers, preparing recommendations for staff and Board action.
- Administer implementation of assigned projects to ensure proper vendor performance and adherence to specifications.
- Suggest modifications to PO software as needed.
- Assist in updating purchasing systems and procedures.
- Be knowledgeable of FTA and State procurement rules and regulations.

Skills & Abilities

Education: Bachelor’s Degree from four-year College or University.

Experience: Three (3) to five (5) years or more of experience in procurement, preferably within a public agency with a full understanding of the RFP process.