



**JOB TITLE:** Senior Procurement Specialist  
**DEPARTMENT:** Administration  
**REPORT TO:** Manager of Contracts and Procurement

**SALARY GRADE:** 104  
**LAST REVISION DATE:** 09/2021  
**EEO:** Professional  
**FLSA:** Exempt, Full-time

**SALARY RANGE:** DOQ \$57,939.00- \$72,423.00 annually

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### **PURPOSE OF JOB**

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 lawful operation of the Purchasing function and the proper expenditure of public funds including federal funds from Federal Transit Administration (FTA), Federal Emergency Management Agency (FEMA), Environmental Protection Agency (EPA), Federal Highway Administration (FHWA) and various other agencies.

### **ESSENTIAL FUNCTIONS**

1. Responsible for planning, conducting market research and solicitation processes including development of documents i.e. Request for Bids, Request for Proposals, Request for Qualifications for various procurement types i.e. goods and services, construction, architectural and engineering services, etc.; posting solicitations on an e-procurement system; distributing plans; conducting and/or attending bid openings; conducting pre-proposal and pre-bid conferences in person and virtually, analyzing and documenting vendor responses; preparing and distributing bid tabulations; verification of required bonds, insurance, and other specification requirements, determine the responsibility and responsiveness of vendor responses in accordance with solicitation requirements. Researches, 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.
2. Responsible for contract negotiation, development and execution and working in collaboration with legal counsel. Responsible for monitoring and updating insurance certifications to ensure proper insurance is obtained in collaboration with insurance team. 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.
3. Maintain a comprehensive list of contracts, monitor contract deadlines to ensure accuracy, and coordinate with contract owners for necessary information on renewals or rebids
4. Responsible for reviewing and processing requisitions, ensuring proper documentation is included, issuing purchase orders in compliance with the pricing structure in contracts/agreements and in compliance with local, state and federal statutes.
5. Responds to phone calls and email inquiries regarding solicitations, procurement cards, auctions, purchase orders, DCTA procurement policies, state/federal purchasing requirements or other purchasing information to vendors, general public, and other DCTA departments. Assists with providing responses to open records requests. Provides guidance to departments on procedures and policies.
6. Assists 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 for individuals or the whole agency. Update training materials as required.
7. Assists with maintaining boilerplate documents, forms, certifications, and checklists in compliance with all regulations and changes as they occur.
8. Researches and resolves vendor issues; assists Accounts Payable and/or user department in solving invoice/receiver problems; works with vendors, internal department and/or Manager of Contracts and Procurement in researching and solving problems with purchase orders.

9. Responsible for preparing board memo and providing documentation and review for department board memos
10. Responsible for DBE (Disadvantaged Business Enterprise) participation and monitoring. Familiarity and application of the program during the procurement phase and contract administration phase.
11. Administers the Procurement Card program. Assists staff with access to system, procurement card issues, processing of monthly expense reports, approval of new accounts, and closing accounts.
12. Responsible for conducting auctions of surplus items. Duties include working with departments to determine the proper method for disposal, gathering information needed by auctioneer, processing payment information and removal of auctioned items.
13. Meets with potential vendors, attends vendor outreach events, and assists with vendor/DBE outreach for inclusion in the solicitation process.
14. Build effective relationships with key stakeholders internally and with external stakeholders from other agencies and Procurement professionals.
15. Contact suppliers to schedule/expedite deliveries, resolve shortages, address missed or late deliveries, and other service provisions
16. Coordinate vendor reviews with individual contract owners and assist with documentation when necessary
17. Monitor and report funds spent with individual vendors to ensure compliance with procurement policies and assist with contract administration duties to ensure contractor compliance and performance
18. Perform other duties and responsibilities as required.

### **REQUIREMENTS TO PERFORM WORK**

#### **Education & Experience:** (Any equivalent combination of education and experience)

Bachelor's Degree from an accredited college or university with major course work in business administration, or other related field. Minimum of three (3) to five (5) years of progressively responsible experience involving the government, nonprofit, or in similar operating environment. Public Sector procurement experience highly preferred. Experience with federal procurement regulations highly preferred. Certified Public Procurement Buyer (CPPB) certification or the ability to obtain such certification within one year of hire.

**Special Requirements:** Hold a current valid Texas Driver's License or have the ability to obtain one upon entry into the position. Public Sector purchasing certification from nationally recognized professional organization preferred.

#### **Knowledge of:**

- Public procurement regulations and processes
- Accounting practices as applied to procurement procedures, inventory, and asset disposal
- Microsoft Office products

#### **Ability to:**

- Communicate effectively both orally and in writing to vendors, funding agencies and other DCTA departments;
- Manage multiple projects and be able to plan and prioritize assignments;
- Provide solutions as to what operations and processes will be followed. Requires the use of moderate judgment in applying policies and adapting standards.
- Work with minimum supervision;
- work effectively while receiving competing requests for information, work, or services from multiple sources at the same time.
- Performs a wide range of simple to moderately difficult tasks that may vary from day to day, sometimes with little predictability as to their occurrence.

- Establish and maintain cooperative and effective working relationships with others;
- Perform in-depth analysis to gather and interpret data in situations where problems are somewhat complex;
- Ability to perform in an environment that requires multiple deadlines being met, potentially at the same time.
- Conduct yourself in a professional manner in a difficult or confrontational interaction with all stockholders.
- Operate standard office machines, such as computers, calculators, and copiers.

***The ideal candidate will:***

- Ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities.
- Be open to collaborate and work in a team-oriented and helping environment
- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Be detail oriented, have strong organizational skills, and customer focused
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

**PHYSICAL ACTIVITIES**

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; occasionally running errands; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard; and talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer and telephone. The essential functions of this position are performed in an office environment.

**Additional perks and benefits that accompany full-time employment with DCTA:**

- Telecommuting options available, up to three days a month, after successful completion of your six-month probationary period and if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
  - Texas Municipal Retirement System (TMRS)
  - Employees Retirement System (ERS)
  - Judicial Retirement System of Texas (JRS)
  - Teacher Retirement System of Texas (TRS)
  - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.