



JOB TITLE: Procurement Specialist
DEPARTMENT: Finance
REPORT TO: Director of Procurement
SALARY GRADE: Level 103
SALARY RANGE: DOQ: \$49,151.00- \$61,439.00

LAST REVISION DATE: 08/2020
EEO: Professional
FLSA: Exempt, Full-Time

PURPOSE OF JOB

The Procurement Specialist is responsible for clerical tasks related to the purchasing processes for the bus operations and maintenance department, including but not limited to receiving, processing and verifying invoices, tracking and recording purchase orders, drafting bid specifications, coordinating purchases, compiling and disseminating bid selections, federal reimbursable transaction tracking and reporting, and contract planning.

ESSENTIAL FUNCTIONS

The following duties are standard for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Completes receiving, processing, and reconciling by accurately reviewing, coding, and processing vendor invoices
- Resolves purchase order, contract, or payment discrepancies and documentation
- Ensures credits are received and processed. Coordinates with bus operations staff to secure credit memos by documenting and detailing credit allocation
- Verifies bus operations vendor accounts by reconciling monthly statements and related transactions
- Address and responds to bus operations vendor inquiries
- Reviews and reconciles invoice discrepancies
- Develops an efficient and accurate system for monitoring and matching all open bus operations purchase orders
- Assist bus operation teams with resolving delivery issues with vendors and documentation
- Cultivates new sources for supplies and products
- Coordinates with the bus operations and maintenance department staff to identify necessary goods and services and assist with purchases
- Assists with researching prices and obtaining quotes on low value items
- Responsible for all federal documentation for bus operations purchases; ensuring paperwork is completed accurately, filing paperwork appropriately, tracking corresponding requisition and receiving, and communicating these activities; as well as maintaining bus operations and maintenance purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Assist with procurements by creating and maintaining timelines, the development of scopes of work/specifications, bid/ proposal review and document bid award recommendations for bus operations and maintenance
- Assist with the routing, copying and circulating of bus operations and maintenance quotes, bids and proposals for evaluation
- Assist with 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.); 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. 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.
- Assist with contract negotiation, development and execution, working in collaboration with legal counsel. Assist with ensuring proper insurance is obtained in collaboration with insurance team and documenting and maintaining the procurement history for all procurements.

- Assist with inquiries regarding solicitations, purchase orders, DCTA procurement policies, state/federal purchasing requirements or other purchasing information to vendors, general public, and other DCTA departments.
- Maintain a comprehensive list of bus operations' contracts, monitor contract deadlines to ensure accuracy, and coordinate with contract owners for necessary information on renewals or rebids
- Contact suppliers to schedule/expedite deliveries, resolve shortages, address missed or late deliveries, and other service provisions
- Coordinate vendor reviews with individual contract owners and assist with documentation when necessary
- 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
- Researches and resolves vendor issues; assists Accounts Payable and/or user department in solving invoice/receiver problems; works with vendors, internal department and/or Director of Procurement in researching and solving problems with purchase orders.
- Perform other duties and responsibilities as required.

REQUIREMENTS TO PERFORM WORK

Knowledge of:

- Experience in parts/maintenance purchasing procedures is strongly preferred
- Public procurement regulations and processes
- General understanding of the solicitation process, including Request for Bids (RFB), Request for Proposals (RFP), and Request for Qualifications (RFQ)
- Interpersonal skills using tact, patience, and courtesy
- Strong written and oral communication skills, including proper etiquette over the phone and when interfacing with the general public
- Modern office methods, procedures, and use of computer equipment
- Microsoft Office Suite

Ability to:

- Be energetic and willing to learn
- Utilize sound judgment and the ability to interpret policies and procedures
- Analyze and solve complex problems that require careful attention to detail
- Ability to handle multiple projects simultaneously to meet goals and deadlines
- Analyze complex situations quickly and track relationships between issues
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist
- Comply with federal and state purchasing regulations

The ideal candidate will:

- Be incredibly detail-oriented, have strong time management skills, and possess effective communication skills
- Posses strong organization, documentation, research, and analytical skills
- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the 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 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

EDUCATION AND EXPERIENCE (Any equivalent combination of education and experience)

Associate's or Bachelor's Degree from an accredited college or university with major course work in business administration, or other related field. Minimum of three (3) years of progressively responsible experience involving the government, nonprofit, or in similar operating environment. Public Sector procurement and federal procurement regulations experience highly preferred.

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.

PHYSICAL ACTIVITIES

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; intermittently twisting and reaching for office equipment; writing or using keyboard to communicate through written means; occasionally running errands; lifting light weight; reaching above the waist, reaching below the waist, and reaching waist to shoulder to reach inventory on shelves; repetitive motion when using computer keyboard and/or 10-key calculator; and seeing and hearing to conduct work.

Additional perks and benefits that accompany part-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.