



SUNLINE TRANSIT AGENCY
invites applications for the position of:

Procurement Specialist

SALARY: \$15.23 - \$20.31 Hourly

DIVISION: Administration

DEPARTMENT: Finance

OPENING DATE: 02/04/19

CLOSING DATE: 02/15/19 11:59 PM

SUMMARY:

Performs specialized procurement and contract duties for the Agency.

DUTIES & RESPONSIBILITIES:

1. Receive, evaluate and act on value engineering and other change proposals.
2. Negotiate cost and schedule impact related to change orders and other contract modifications.
3. Review and approve invoices to align with contract documents.
4. Works with Project Managers to ensure contract expenses are within contract guidelines.
5. Monitor financial status and advise the Assistant Financial Services & Support Manager if contract performance is jeopardized.
6. Work with Project Managers to ensure contractor compliance with quality assurance requirements.
7. Make recommendations to Project Managers for changes to solicitations, contracts and invoices.
8. Works with the Compliance Officer to monitor contractor's small and disadvantaged business subcontracting.
9. Ensure timely submission of required reports.
10. Assist the Assistant Financial Services & Support Manager in contract close out.
11. Prepares formal and informal bidding processes including the preparation and mailing of correspondence, memorandums, Requests for Information (RFI), Requests for Quotations (RFQ), Requests for Qualifications (RFQ), Requests for Proposals (RFP) and Invitations to Bid (IFB).
12. Conducts bid and proposal evaluations, site walks, resolutions of any disputes/discrepancies and standardizing contract terminology and documentation.
13. Ensures adequacy and integrity of sub-award data such as estimates, obligations, disbursements and expenses.
14. Conducts reviews of proposals and modifications for all procurements for feasibility, cost-effectiveness, comprehensiveness, accuracy and compliance with applicable policies.
15. Gathers and compiles information for reports and agendas presented to management.
16. Maintains contract expiration information and communicates with Project Managers on important dates.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Major in accounting, finance or a closely related field is desirable
- Experience in a government or public agency is highly desirable
- Two to four years experience working in contracts or grants administration including drafting specifications and evaluating contracts
- Two years of clerical accounting experience, preferably in a contract and procurement setting under FTA guidelines preferred
- A valid California Class C driver license and the ability to maintain insurability under the Agency's vehicle insurance policy

SUPPLEMENTAL INFORMATION:

Disclaimer: This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

All applicants are subject to SunLine Transit agency employment requirements, including our Physical, Drug and Alcohol testing program and Background check.

Nepotism Policy: Recruitment shall be conducted consistent with the Agency's nepotism policy, which is available upon request by contacting Human Resources at 760-343-3456, ext. 1609.

?SunLine Transit Agency reserves the right to select the best qualified of the persons applying for vacant positions.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.sunline.org>

Position #1800074
PROCUREMENT SPECIALIST
JM

32505 Harry Oliver Trail
Thousand Palms, CA 92276
760-343-3456 X1609

hrinfo@sunline.org
