JOB DESCRIPTION

Job Title: Procurement Manager
Department: Financial Services
Reports To: Chief Financial Officer
FLSA Status: Exempt
Prepared Date: 2/8/2016
Salary Range: $51,248 – $65,296

SUMMARY: This position has the responsibility for the procurement of goods and services following Authority policies, procedures and applicable local, state and federal regulations. Duties include planning, scheduling, initiating, monitoring and quality assurance of all procurement and contract activities. Work requires independent and professional judgment and is performed under the general direction of the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (Other duties may be assigned).

- Manages the day-to-day operations of the procurement process.
- Demonstrates strong leadership and managerial competencies, including integrity, accountability, communication skills and commitment to teamwork and excellence in responsibilities such as selecting, mentoring, coaching, supervising, motivating and training procurement staff.
- Sets work objectives, directs, supervises and reviews staff and staff assignments.
- Provides high-level technical/administrative guidance on work requirements and methods.
- Manages and reviews documents for the procurement of all supplies, equipment and services for the Authority and ensures compliance the Procurement Policy and Procedures Manual, as well as applicable federal and state laws.
- Establishes bid standards and prepares procurement documents to publicly solicit bids and contracts for the purchase and /or lease of materials and services.
- Identifies suppliers that satisfy CAT’s contracting and purchasing requirements. Maintains positive vendor relations.
- Manages the preparation of solicitation documents and offers.
- Conducts (or Manages the process for) the evaluations of proposals, offers and and bids in accordance with internal policy and external local, state and federal regulations while selecting the best supplier in accordance with solicitation requirements.
- Assures suppliers deliver materials and services in accordance with standards of price, time, quantity and quality agreed upon.
- Assures all invoices are audited for compliance with contract terms and supervises contract closeout.
- Responsible for ensuring records are maintained and procurements are documented from origination through completion.
- Maintains complete record of authority contracts for goods and services.
- Writes and reviews action items going before the Board of Directors on solicitations, contract awards and modifications.
- Makes recommendations on policies and procedures as needed to ensure the success and compliance of all procurement related activities.
- Coordinates routinely with other departments to assure effective and timely coordination and teamwork in procuring goods and services. Provides procurement research, guidance and direction by presenting available procurement options.
- Conducts evaluations of procurement staff for review and approval of the CFO. Coaches, trains, counsels and advises staff; takes corrective action as needed.
- Incorporates best practices and market research into procurement practices to ensure CAT obtains the possible price.
- Exhibits a strong sense of urgency to maintain high personal performance while making decisions and allocating resources in a cost-efficient manner.

**SUPERVISORY RESPONSIBILITIES:** This position supervises the Accounting Technician - Procurement.

**QUALIFICATIONS:** 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.

- Basic computer skills and word processing.
- Good mathematical background.
- Experience with spreadsheets and automated accounting systems.
- Ability to sort, check, count, and verify numbers.
- Ability to multi-task, prioritize and work efficiently.
- Ability to listen, communicate (written and verbal), and follow-up effectively with all staffing levels and clients/customers.
- Excellent grammar, spelling and proofreading skills.
- Ability to work independently, be a self-starter, and energetically approach tasks assigned.
- Ability to demonstrate good common sense and sound judgment.
- Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings.
- Ability to perform at high levels in a fast-paced ever-changing work environment.

Ability to anticipate work needs and follow through with minimum direction.

**EDUCATION and/or EXPERIENCE:** The preferred candidate will possess a bachelor’s degree in public administration, business, accounting, contract management or a closely related field and have three to five years of experience in procurement management in a governmental, grant funded and federally regulated environment. Transit procurement experience, Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM) is strongly desired. Candidate must possess a strong...
working knowledge of procurement, invoice processing and payment functions in an electronic environment.

**LANGUAGE SKILLS:** Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to customers, clients and other employees of the organization. English required, bilingual a plus.

**REASONING ABILITY:** Able to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several variables in standardized situations. Strong analytical skills are a must.

**COMPUTER SKILLS:** Experience with word processing, spreadsheets, Internet software, email and/or database software preferred. Microsoft Office skills are required.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None required.

**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 regularly required to stand; walk; use hands to manipulate, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and smell. The employee is occasionally required to lift up to 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here 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.

**DISCLAIMER STATEMENT**
The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so qualified.

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

__________________________________________  __________________________
Employee Signature                            Date