



Position: Procurement Specialist

Location: Santa Barbara, CA; Santa Barbara Metropolitan Transit District

Salary: \$60,000 - \$80,000 annually, DOE

Apply By: Open Until Filled

Description:

Santa Barbara MTD seeks dedicated and experienced procurement professional to serve as Procurement Specialist. Under direction and supervision of the Assistant General Manager, incumbent manages and carries out the procurement process for supplies, equipment, professional services, capital acquisitions, and construction projects for a public transit agency in compliance with government procurement laws, regulations, and procedures; and performs contract administration, project management, and other duties as assigned.

The Procurement Specialist manages and carries out the purchasing process, including small purchases and procurements that require a formal solicitation process. The position, which is supported by procurement and project management consultants, requires being capable and willing to engage in all phases and levels of duties required for each procurement from initial planning through project completion. Such duties may include but are not limited to the following:

- Prepare solicitation instructions, specifications, statements of work, and contract documents
- Create bid lists and manage bidder contact for pre-bid meetings, clarification responses, etc.
- Lead proposal evaluation teams including vendor interviews and proposal negotiations
- Obtain & evaluate references concerning bidder technical and financial capacities for project
- Write contract award recommendations and present such to the MTD Board of Directors
- Carry out contract administration and project management during project implementation
- Ensure compliance with federal, state, and local procurement laws, regulations, and standards
- Determine estimated contract/project costs and carry out price or cost analyses of proposals

- Interact with local jurisdictions regarding planning, public works, and permitting requirements
- Work with architects, engineers, and technical or project management consultants
- Review MTD's purchasing procedures and processes seeking improvements and streamlining
- Maintain complete, up-to-date electronic and hardcopy procurement and project records

The Ideal Candidate:

The ideal candidate for the Procurement Specialist position will meet the following experience and education requirements:

Experience: A minimum of five years on-the-job experience carrying out procurement duties as specified above for a public transit agency. Experience in governmental procurement is strongly preferred. Applicants with private sector purchasing experience with similar knowledge, abilities, and/or education will also be considered.

Education/Training: Minimum high school diploma or equivalent; prefer associate's or bachelor's degree with course work in business administration, accounting, usage of analytical skills and/or technical writing. Courses or training in purchasing, project management, contract administration, negotiations, cost and price analysis, or other job related areas.

Additionally, the candidate will be able to demonstrate the following knowledge and abilities:

Knowledge:

- Principles & practice of procurement, contract administration, and project management
- Federal Transit Administration procurement requirements and policies
- Purchasing-related contract terms and conditions including insurance requirements
- Windows PC environment with basic capabilities including folder and file management
- Microsoft Office applications including Outlook, Word, Excel, and PowerPoint

Abilities:

- Practice excellent written and verbal communication skills
- Use strong organizational skills; and determine and manage priorities independently
- Manage multiple ongoing solicitations, projects, and other job duties meeting deadlines
- Work with and lead groups of diverse individuals
- Read and interpret technical documents including specifications, contracts, laws and regulations
- Carry out procurement contract negotiations protecting the best interests of MTD

Position also requires a Valid Class C drivers license and the ability to drive MTD vehicle to/from offsite meetings, project sites, etc. as needed for job duties.

Benefits:

MTD offers an attractive compensation and benefits package. The annual salary range for this position is \$60,000 to \$80,000, depending on experience.

The competitive benefits package includes:

- Health, dental, vision, life insurance
- 401(k) with company match; MTD is not a member of CalPERS
- Vacation, sick and personal time off
- Ten (10) paid holidays annually

To Apply:

If you are interested in pursuing this unique and exceptional career opportunity, please submit a District employment application and resume including email addresses for five work-related references (references will not be contacted until mutual interest is established) to roppenheim@rgs.ca.gov. For a required District employment application visit MTD's website at <http://sbmtd.gov/Careers/EmploymentMaster.aspx>.