



Procurement Analyst

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the position of **Procurement Analyst**.

Under the direction of the Manager, Procurement and Contracting, this position is responsible for procuring goods and services in accordance with established policies, procedures and ordinances of the RTA. Responsibilities include but are not limited to:

1. Coordinates procurements with the Legal department staff to ensure compliance with statutes, rules and ordinances applicable to agency procurement and contracting.
2. Prepares procurement documents to satisfy agency needs including Request for Proposals, Invitation for Bids and Request for Qualifications to publicly solicit competitive offers and contract agreements. Facilitates contract award and execution by contractor and authorized agency staff. Prepares and issues purchase orders for materials and /or services.
3. Coordinate all aspects of the pre-proposal conference, including arranging for a stenographer, recording attendance, preparing addendum materials, and maintaining a permanent record of proceedings.
4. Identify and contact vendors for quotes following RTA procurement guidelines and procedures. Place orders for supplies and materials. Ensure that vendor lists are current to use for the solicitation of bids and proposals. Prepare and issue purchase orders for goods, materials and/or services and contractual agreement between RTA and contractor/vendor.
5. Maintain procurement files ensuring that records of all procurement transactions are accurate and current.
6. Resolves protests, disputes or claims resulting from procurements or contracts. Enters agreement data into financial system to facilitate payment in accordance with the terms of the agreement.
7. Arranges public solicitation of offers over a competitive market utilizing the internet as well as advertisements of public notices in newspapers and trade publications. Performs public bid openings and reviews the responsiveness of bids. Conducts or facilitates the evaluation of offers and determines best source in accordance with the solicitation requirements.
8. Negotiates contracts per the procurement regulations, and best practices, as necessary. Identifies resources including vendors to satisfy RTA contracting and procurement requirements. Responds to vendor inquiries regarding RTA purchasing procedures and solicitations and ensures that no bidder enjoys a competitive advantage.
9. Ensures that RTA's policies regarding participation by protected classes are followed in Agency contracting opportunities.

Knowledge, skills, and abilities equivalent to a Bachelor's Degree in business or a related field is preferred or equivalent related work experience. Certification is desirable. A minimum of three (3) years of progressive responsibility in a public procurement environment. Additional commercial experience is helpful. Strong analytical and problem solving skills, good inductive and deductive reasoning ability and quantitative skills are necessary. The ideal candidate should be highly organized, able to prioritize work independently, and possess strong written and verbal communication skills. Proficiency with Microsoft Word and Excel required and current experience in utilizing an Enterprise Resource Planning system is desirable. Ability to maintain confidential information required.

The RTA offers a competitive compensation and benefits package. Relocation is not available. For more information about the RTA, visit our website at www.rtachicago.com. **Please submit a cover letter, resume and salary history to:**

Minimum Salary: \$48,000

Regional Transportation Authority
Human Resources, Attn: 17-PA
175 W. Jackson, Suite 1650
Chicago, IL 60604

To apply online, go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=190>

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