



Procurement Specialist

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

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 with minimal supervision. Provides guidance on purchasing and contract administration activities to RTA staff. Ensures that agency records adequately document history of procurements from procurement planning through contract closeout. Coordinates procurements with agency legal department staff to ensure compliance with statutes, rules, and ordinances applicable to agency procurement and contracting. Prepares procurement documents to publicly solicit competitive offers and contract agreements for execution by vendors and authorized agency staff. Prepares and issues purchase orders for materials and /or services. Evaluates bids to determine the lowest responsive and responsible bidder. Leads evaluation of proposals to identify best offer. Negotiates contracts as necessary.

Responsibilities include but are not limited to:

1. Assist in planning and managing the Agency procurement function, ensuring that procurements are effectively performed and accurately recorded as required by established policies and procedures. Participates in refining procurement standards, policies, and procedures on an ongoing basis. Demonstrates continuous effort to improve operations and optimize procurements through automation and process improvements.
2. Performs procurement research, provides guidance and direction, and presents innovative and available procurement options to RTA staff. Identifies and incorporates best practices and conducts market research for procurements to ensure that Agency obtains the most competitive bargain. Ensures that procurements are performed in accordance with agency procurement policies and procedures which may incorporate funding agency regulations. Analyzes protests, disputes, or claims resulting from procurements or contracts and recommends practical business options to resolve differences. Enters appropriate information and utilizes data from agency ERP system to manage and administer contract activity and effect payment to contractors.
3. Prepares contract solicitation documents for low-bid, negotiated, and qualifications-based contracts. 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 evaluates the responsiveness of bids. Conducts or facilitates the evaluation of offers and determines best source in accordance with the solicitation requirements. Identifies resources including vendors to satisfy RTA contracting and procurement requirements. Responds to vendor inquiries regarding RTA procurement procedures and solicitations and ensures that no bidder has an unfair competitive advantage.
4. Administers contracts of the Procurement and Contracting Department.
5. Ensures that RTA's policies regarding participation by protected classes are followed in Agency contracting opportunities.
6. Works with staff to ensure high productivity while allocating resources in a cost-efficient manner. Makes sound business decisions in a timely manner and resolves complex problems with effective solutions. Participates with agency management and staff to coordinate clear, measurable and achievable objectives. Evaluates progress in achieving goals and adapts to changing and challenging situations.

Knowledge, skills, and abilities equivalent to a Bachelor's Degree in a related field or equivalent related work experience. Certification is desirable. A minimum of five (5) years of progressive experience in the area of procurement. A strong working knowledge of procurement and contracting best practices, as well as related state, federal, and local regulations is required. Prior experience in public sector, and previous supervisory experience in a procurement setting, is helpful.

Posted: Friday, March 17, 2017



**Regional
Transportation
Authority**

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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. Successful track record managing and driving annual processes and/or large scale projects preferred. Proficiency with Microsoft Word and Excel required. Experience in utilizing a major Enterprise Resource Planning System required. Ability to maintain confidential information required.

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. 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:

Regional Transportation Authority
Human Resources, Attn: 16-PS
175 W. Jackson, Suite 1650
Chicago, IL 60604

To apply online go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=187>