

Project and Budget Specialist

Port Authority is seeking a Project and Budget Specialist to coordinate procurement and management of technology services along with associated invoicing and budgeting. Work with internal customers to write specification documents, manage timelines for procurement vehicles (bids and RFPs), track deliveries and process invoices. Work extensively with both Finance and Procurement personnel on managing budgets, invoice processing, and procurements. Coordinate people and processes to ensure that projects are delivered on time and produce the desired results. Provide organization, timeline & deadline management, task coordination, and progress reporting toward successful and timely completion of projects.

Essential Functions:

- Manage purchasing vehicles for information technology services and equipment, including RFPs, RFQs, Bids, work orders, and invoices, ensuring adherence to all federal and state procurement regulations and Port Authority processes.
- Lead tracking and timeline of information technology bid and service renewals, ensuring that bids and RFPs are prepared and released in a timely manner.
- Track budgets for technology lines of business and provide recommendations for future budget adjustments and requests.
- With stakeholders, establish purchasing and project definition including specifications, scope, schedule, tasks, and costs.

Job requirements include:

- BA/BS Degree in Business Administration, Finance, Information Technology, Computer Science, Data Analytics, or directly related field from an accredited school. Directly related experience may substitute for education on a year-for-year basis.
- Minimum 2 years of general office support experience, including but not limited to finance, budget, purchasing, and/or procurement functions.
- Strong analytical and problem solving skills.
- Highly effective and professional communication skills with a customer-centric mindset.
- Excellent writing skills.
- Excellent organizational skills.
- Proven fiscal management skills..
- Proven experience in vendor coordination.
- Proven history in customer facing role.
- Experience in managing projects.
- Demonstrated ability in the use of Windows, Microsoft Word and Excel.

Preferred attributes:

- Project Management certification
- Process improvement experience
- Experience evaluating, implementing, configuring, and managing information technology systems and services, or related technical and application management experience.
- Experience leading projects from a coordination, analysis, definition, implementation and training perspective.
- Demonstrated ability in the use of project management methodologies and software for tracking tasks and outcomes.
- Experience managing RFP and bid processes in the government sector
- Experience writing bid and RFP specifications, preferably with technology-centric requirements
- Customer-centric approach to both use of technology services for internal optimization and ultimate end-result for patrons.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Danielle Jacobson
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
DJacobson@portauthority.org
EOE