

Associate Contract Specialist – Bus & Rail

Pittsburgh Regional Transit is seeking an Associate Contract Specialist – Bus & Rail to provide end user department with services, guidance, coordination and consultation to identify procurement objectives and methodologies based upon policy and procedures to secure parts & materials contracts / agreements for Bus & Rail, and provide contract administration support for such agreements. To assist Pittsburgh Regional Transit in preparing for and responding to various State, Local, and Federal Audits. Provide support to the Manager of Contract Administration – Bus & Rail

Essential Functions:

Oversees, implement, and prepares RFB/RFQ solicitations according to procedures mandated by the State, Federal Transit Administration (FTA), or other agencies; including, but not limited to:

- Coordinates the bid process for the routing and approval of RFB's/RFQ's and contracts
- Schedule, coordinate, and conducts pre-bid meetings; prepares and distributes records of pre-bid meetings to interested parties.
- Facilitating the receipt of RFB/RFQ questions, review, and prepare responses to requests for clarification.
- Budget coordination, boilerplate development, scope of work review and RFB/RFQ preparation.
- Performing as the Port Authority's designated contact for the RFB/RFQ solicitation process.
- Directing the activities of the User Group Reviewers and the RFB/RFQ Evaluation process.

Facilitates the receipt of proposals, and prepares contract award and execution documentation such as bid review / evaluation sheets, procurement summary documents, single bid memorandum, cost and price analysis documentation;

- Developing recommendations for Director approval and prepares documents for Board action.
- Facilitating the activities of user department, legal and other appropriate parties to develop agreements.
- Coordinates resolution of protests, claims, disputes, and related issues related to RFB/RFQ solicitation.

Job requirements include:

- Associates degree in Business Administration or related field from an accredited school. Business Administration or Project Management experience may substitute for the education on a year-for-year basis.
- Minimum of two (2 years) business administration experience.
- Demonstrated ability in the use of Windows and Microsoft Word, Excel and PowerPoint applications. Superior ability to work with technology.
- Detail oriented and comfortable working in a fast-paced office environment; outstanding planning and time-management capabilities; exceptional communication skills, superior organization skills and dedication to completing projects in a timely manner.
- Ability to work in a team environment, experience working collaboratively with other, capability of adjusting priorities and deviating from routines.

Preferred attributes:

- BA/BS degree in contract management, business administration or procurement field from an accredited school.
- Electronic procurement experience in PeopleSoft / Oracle.
- Contract management or related certification.
- Valid PA driver's license.



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

Amy Giammanco
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EOE