

Director of Procurement

Pittsburgh Regional Transit is seeking a Director of Procurement to plan, direct, manage, oversee the acquisition activities and operations of the Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) Procurement including Contract Administration and; review regulations and develop related policies and procedures; ensure processes are in compliance with applicable regulations, implement creative and innovative process improvements to optimize functions and services of the department in support of agency needs and initiatives, coordinate assigned activities with other departments and outside agencies; act as the primary administrator of the company purchasing card program (P-Card); provide highly responsible and complex support to Chief Innovation Officer.

Essential Functions:

- Directs the implementation, evaluation and monitoring of contract administration activities for all procurements and purchasing, including: developing standard terms and conditions, directing the Request for Proposal/Qualification (RFP/RFQ) process of scope development, RFP/RFQ solicitation document preparation, and implementing the solicitation, evaluation, negotiation and award processes; and directing the contract administration activities of monitoring the status of agreements, validating compliance of invoices with the agreements, implementing change through development of amendments to agreements and performing agreement closeouts.
- Monitors effectiveness and efficiency of procurement and expediting activities to provide timely delivery of quality material, equipment, and services at a fair and reasonable cost to the PRT. Researches, evaluates, develops, and implements innovative process improvements to ensure that agency initiatives meet their procurement timelines.
- Monitors laws and regulations and coordinates with legal counsel to update and revise contracting procedures, P-Card administration, terms, and conditions pertaining to contracts to ensure compliance with legal requirements.

Job requirements include:

- BA/BS Degree in Business Administration, Engineering, Finance or directly related field from an accredited school. Related experience may be substituted for the education on a year-for-year basis.
- Minimum of eight (8) years of experience in Procurement/Contract Administration.
- Minimum of five (5) years supervisory experience.
- Professional and effective communication skills.
- Demonstrated ability in the use of Windows and Office products.

Preferred attributes:

- Certificate in Purchasing Management (CPM).
- Experience in PeopleSoft Purchasing software.
- Demonstrated ability in the use of Microsoft Excel.



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

Missy Ramsey
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EOE