

## Manager of Procurement

Pittsburgh Regional Transit is seeking a Manager of Procurement to manage Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT)'s procurement of all commodities and services. This position will have a focus in any one of multiple departmental teams, including but not limited to administrative and operations, engineering and construction, or technology procurements. To include the implementation and management of activities associated with the full realm of contract administration; to review regulations and develop related policies and procedures. This is a position of trust, accountability, and integrity

### Essential Functions:

- Manage and supervise procurement and contract administration activities with staff responsible for procuring and establish annual contracts of goods and services related to specific departmental needs. Monitor and track all established key performance indicators (KPIs) for each specialist to monitor workload and assure even distribution of engagement and support.
- Actively engage each stakeholder in the successful procurement by supporting the specialist in advertising solicitation in an open, competitive, fair and transparent Marketplace. Review major solicitations and contracts to ensure compliance and identify opportunities for improvement.
- Monitor each specialist workload, provide coaching, training, goal setting and job performance activities to assure the success of each specialist; to include recommendation for merit increases, training, retraining, discipline or up to termination surrounding employee performance.

### Job requirements include:

- Bachelor's degree from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or closely related field. Work Related Experience:
- Minimum five (5) years progressively responsible experience in public purchasing, including supervisory responsibilities.
- Demonstrated ability in the use of Microsoft Office 365, including Teams, Word, Excel, PowerPoint, and SharePoint.
- Proven high attention to detail and excellent written and verbal communication skills.
- Certified Public Procurement Officer (CPPO) or equivalent preferred. Must obtain the CPPO within four (4) years of being placed in this position.
- Considerable knowledge of modern principles and practices of large-scale governmental procurement and supply-chain management and contract administration.
- Considerable knowledge of laws, policies and procedures governing public procurement. Considerable knowledge of contract law.
- Some knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.
- Some knowledge of cost accounting as it relates to price and cost analysis.
- Working skill in project and program management.
- Working skills with computers, including automated purchasing systems and common office software and productivity tools.
- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers, and other public agencies.
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
- Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Ability to establish schedules and to complete projects on a timely basis.
- Possess complete integrity and a high sense of personal and professional ethics.

### Preferred attributes:

- Professional License in related field.
- Experience in Public Sector contracting.
- Experience in contract administration software



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

Missy Ramsey  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[MRamsey@RidePRT.org](mailto:MRamsey@RidePRT.org)  
EOE