

## DBE/DB Contract Compliance Specialist

Pittsburgh Regional Transit is seeking a DBE/DB Contract Compliance Specialist to provide staff support to the DBE/DB Program Manager in the day-to-day implementation, administration and evaluation of Port Authority's Disadvantaged Business Enterprise (DBE) Program and Diverse Business (DB) Program in compliance with all applicable U.S. DOT 49 CFR Part 26, PennDOT, Section 303 of Title 74 and Act 89 requirements and regulations. Attend DBE public outreach functions as a representative of the department and the Authority. Act as a representative of the DBE Program on Authority Procurements.

### Essential Functions:

- Monitors payment data for Port Authority's projects with DBE goals and DB participation and good faith efforts to ensure post-contract award compliance, progress towards goal achievement and tracking prompt payments to all subcontractors.
- Monitors contract award data for Port Authority's projects for DBE goal attainment, DB participation and good faith efforts to ensure post-contract award compliance.
- Sets DBE participation goals per project and serves as a member of technical and contract proposal evaluation committee.

### Job requirements include:

- BA Degree in Public Administration, Business Administration or related field from an accredited school. Relevant experience may substitute for education on a year-for year basis.
- Five (5) years related experience.
- Knowledge of diverse business community, public procurement and business management.
- Working knowledge of federal and state laws, government regulations pertaining to contracts, procurement and DBE/DB Programs.
- Demonstrated ability in the use Windows, Word and Excel.
- Professional and effective communication skills.
- Established community contacts and networks.

### Preferred attributes:

- Contract administration.
- 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:

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

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