

## Project and Budget Analyst

Pittsburgh Regional Transit is seeking a Project and Budget Analyst to assist in developing contract specifications for a variety of office equipment and supplies for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Research products for price quotes according to specifications, developing requests for bids, ordering office supplies, furniture and equipment, and reconciling invoices and resolving invoice discrepancies. Analyzes equipment and supply costs and provides input on proposed capital and budget expenditures. Provides IT help desk support related to office equipment and furniture repair.

### 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 PRT 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:

- High school diploma or GED.
- Associate's degree or two (2) years of college in business administration, finance, information technology, data analytics or a related field from an accredited college or university. Directly related experience may substitute for education on a year-for-year basis.
- Minimum of one (1) year experience in writing Bid and RFP specifications for information technology or other technical products and services. No certifications or licenses required.
- 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:

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