



Procurement Officer
Pay \$24.75 - \$27.65 Entry Rate
Job Description

Title	Purchasing Agent		Code	
Division			Effective Date	
Department	Finance		Last Revised	08/07/2024

GENERAL PURPOSE

The position plans, coordinates, and manages the procurement of supplies, services, and materials for South Central Regional Transit District in compliance with state and local law; develops and manages procurement policies, specifications, and contracts; provides advice and counsel to management and staff and assist the department in the administration of existing contracts.

The position involves competing demands, performing multiple tasks, working to deadlines, occasionally working beyond regular business hours, and responding to customer issues.

SUPERVISION RECEIVED

Works under the Executive Director's general direction, with department heads' guidance.

SUPERVISION EXERCISED

This position has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

Plans, manages, and coordinates the operations of all District purchasing; oversees the development or develops bid documents, proposals, and contracts; evaluates bids and proposals; selects bidders and conducts negotiations with contractors to procure the best value or most cost-effective purchase of materials and services from qualified and responsive vendors; manages operations and assures procurement activities comply with all applicable procurement regulations; Monitors and reviews trends in purchasing, procurement, and recommends procurement policies for the District; Serves as principal advisor on procurement issues, develops and manages activities and strategies to meet Districts goals and objectives; Coordinates projects with bidders, contractors, and suppliers; meet with vendors to clarify requests, define Districts needs and goals, reviews submittals, negotiates to price and creates and reviews technical documents. Develops and administers contracts, monitors supplier performance and contract compliance and makes recommendations for improvement when appropriate; Consults with user department to identify goods and services needed and compose and issue RFP and IBP; Submits quarterly reports to Governing body on contracts status and upcoming RFQ's; Reviews and approves invoices related to contract implement corrective and replacement measures and needed by issuing amendments and change orders;

Assists in the development of procurement policies and procedure and training instrument; Complies contractor history issue and industry background as requested; Advises administration and department on origin of procurement transactions and specific question of policy contract law and technical reference; Reviews source documents for validity, consistency and accuracy to ensure compliance with established procurement procedures; receives purchase requisitions, prepares purchase orders, reviews for compliance with applicable procurement rules; provides guidance to staff to correct any non-compliance issues; authorizes, processes, and issues contracts via purchase orders to comply with established operating procedures; Performs a variety of support tasks with accuracy and efficiency to include; Serves as liaison to departments, general public, and vendors to provide specific information related to procurement regulations and procedures; develops and maintains accurate records using various formats and mediums for easy retrieval and review; generates various special and recurring reports; conducts research; accurately performs mathematical calculations and data entry; provides prompt, courteous, and appropriate customer service to internal and external customers to facilitate expected levels of administrative support and coordination.; Reviews Independent Contractor Agreements for accuracy and completeness and coordinates appropriate modifications to ensure compliance with policies and procedures; Prepares final bid or proposal solicitation documents to post on the City's internet third-party bidding website; additional information required to post may include addenda, bid tabulations, related attachments, and award information; assists vendors with the website registration procedures to expedite the process. Ensures the District is meeting Federal and State funding obligations. Must update all District Motor Carriers permits, licenses, insurances, and registrations for all fleets. Maintain Blackcat portal inventory up to date.

SKILLS, KNOWLEDGE AND ABILITIES

Basic knowledge of Government organization and operations; policies and procedures governing procurement activities; state and federal regulations (NM State Procurement Code) governing procurement activities; principles and practices of records and data management; principles and techniques of mathematical computations; business and personal computers, and business office software applications to successfully perform the required functions and duties. Skills in: preparing correspondence using correct grammar, spelling, and punctuation; operating a personal computer with installed generic and specialized office productivity software; using sound judgment in applying established guidelines to solve work problems; working independently and using initiative within established procedural guidelines; reading and interpreting rules and regulations; conducting research and compiling data; understanding public sector procurement standards and procedures, and applicable federal laws and regulations.

Ability to assess and prioritize multiple tasks, projects, and demands; interpret and explain procurement policies and procedures; communicate effectively in verbal and written forms; prepare clear and concise reports. Establish and maintain effective working relations with co-workers and customers; efficiently and accurately maintain records and files; present a positive image.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. Associate degree or higher from a four-year college or university with specialization in accounting and business administration or related field

AND

- b. Three (3) years of public (government) sector purchasing experience. A combination of education, training, and experience in public (government) sector purchasing may be applied in accordance with SCR TD policies and procedures.

LICENSES AND CERTIFICATIONS

1. A valid driver's license may be required or preferred. If applicable, the position requires an acceptable driving record in accordance with SCRTD Personnel Policy.
2. Registration as a Certified Public Purchasing Officer (CPPO) is preferred; (if not certified, must acquire within 6 months of hire)
3. Additional technical certification is desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Working Knowledge of spelling, grammar, punctuation, and arithmetic; accounting principles and practices, including the keeping of financial accounts, records, and the preparation of reports/presentations; computer software, including word-processing, spreadsheets, and special applications; of modern office practices and procedures and equipment; of the rules and regulations related to the tasks performed.

Skill in supply management skills to track inventory. Tracking budget expenses for all SCRTD departments. Communication with vendors to maintain favorable relationships. Documentation and computer skills in spreadsheet, word processing, and inventory software.

Skill in customer service. manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Technical Skills pursues training and development opportunities and strives to build knowledge and skills continuously.

Skills in oral communication. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Skills in written communication. Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively.

Attendance and Punctuality. Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at work, meetings, and appointments on time.

Dependability. Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time, or notifies the appropriate person with an alternate plan.

Initiative. Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and offers help when needed.

Ability to establish and maintain effective working relationships with the public, key stakeholders, and other employees.

CLASSIFICATION:

- Not Safety Sensitive Position
- Full-time, regular, non-exempt

WORK ENVIRONMENT

The employee works in a typical office setting with typical climate controls. Tasks require a variety of physical activities, such as sitting for long periods, walking, standing, bending, twisting, stooping, sitting, reaching, and lifting, which may involve moderate physical demands. Job functions typically require talking, hearing, and seeing. Common eye, hand, and finger dexterity are required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem-solving. Work is performed in an office setting with exposure to typical computer visual and auditory input/output (VDTs and CRTs). Requires sitting for long periods. Must be able to lift 25 pounds. Attendance at evening meetings and overtime work may be required.

WORK SITUATION FACTORS

The position involves competing demands, performing multiple tasks, adhering to strict deadlines, and working beyond regular business hours.

PROFESSIONAL STANDARDS AND VALUES

At South Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe the following Professional Standards are crucial for you to embody if we are a match as employer and employee.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that may be required by the person hired for the job. The duties, responsibilities, and activities may change at any time without notice.

ADA/EEO COMPLIANCE

The South Central Regional Transit District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, SCRTD will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Name

Employee Signature

Date