

**DIVISION:** Finance

**REPORTS TO:** Executive Director

**CLASS:** Professional (Exempt)

**BARGAINING UNIT:** None

**GRADE:** 16

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### **BASIC PURPOSE**

This position will manage and be responsible for contracting, purchasing and grant administration. Maintain authority and responsibility for the purchase and disposal of all material, equipment, vehicles, goods and services. Plan, schedule, monitor, and assure quality of all contracting and purchasing activities. Determine procurement strategies to ensure that operating and capital funds are spent properly and in accordance with applicable laws, regulations and requirements. Responsible for contract development, negotiations and management to ensure compliance with federal, state and local regulations. Manage federal and state grant programs to include applications, reporting and compliance.

### **ESSENTIAL FUNCTIONS**

- Develop, recommend and implement purchasing policies/procedures and monitor compliance.
- Direct and oversee procurement activities to ensure full and open competition and process integrity.
- Maintain and communicate to user departments a bidding schedule based on contract expirations.
- Develop activity schedules for major solicitations.
- Assist user departments in preparation of technical bid specifications, statements of work, and solicitation requirements.
- Develop, coordinate and oversee all solicitations.
- Conduct pre-bid/pre-proposal meetings with potential contractors; conduct bid openings and receipt of proposals.
- Review, evaluate and determine responsiveness and responsibility of bids and proposals.
- Conduct cost and price analyses.
- Negotiate, draft, review, approve and maintain all contracts ensuring all applicable terms and conditions are included.
- Maintain appropriate records and files to document procurement activities.
- Approve funding sources for all purchase requisitions.
- Develop and oversee the supplier diversity program and serve as DBE Officer.
- Plan, organize and direct grant activities to ensure accurate and timely reporting of data to management, FTA, FDOT, NTD and other agencies.

- Prepare grant applications, analyze and track status of projects and project budgets, submit requests for grant amendments or budget revisions.
- Prepare annual and long-range grant budgets, coordinate annual submission of FTA Certifications and Assurances, and administer Program of Projects process.
- Prepare and submit grant-related reports.
- Track all grant balances and generate end-of-month balance summary.
- Prepare and present written and oral reports as necessary.
- Coordinate FTA triennial reviews.
- Complete special projects as requested.
- Business travel will be required throughout the TBARTA region.
- Perform other professional duties as assigned.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's Degree from an accredited institution in Business Administration, Public Administration, Finance, Accounting, or related field. Master's Degree preferred.
- **Required Experience:** 3-5 years of progressively responsible experience in contract management and procurement services, or related field. At least two (2) years experience in associated administrative function. Experience with federal or state grant administration.
- **Desired Experience:** Experience in public procurement and grant administration within another public transit agency.
- **License or Certificate:** Must possess, or obtain, and maintain a valid Florida driver's license. Professional certification such as CPPO, CPPB, CPSM and/or C.P.M. preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal and state laws and regulations related to procurement including FAR, FTA and DOT regulations.
- Knowledge of federal requirements, specifically USDOT/FTA, for contracts funded with federal financial assistance.
- Knowledge of Buy America and DBE policies and practices.
- Knowledge of and experience with federal and state grant programs, reporting requirements and systems.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership, and coordination of resources.
- Highly developed oral and written communication skills.
- Strong analytical and negotiation skills and attention to detail.
- PC proficient in Windows, Excel, Word, Outlook, Microsoft Office Suite.

# Procurement & Grants Manager

## Job Description

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- Excellent interpersonal skills and strong decision-making and problem-solving skills.
- Sound judgment and strong critical thinking skills.
- Ability to present information in a professional manner in group or person-to-person settings.
- Strong research and data collection skills.
- Proven ability to work within a collaborative team environment toward common goals.
- Ability to work across diverse departments and disciplines with respect, tact and professionalism.
- Ability to develop and maintain effective, professional relationships with stakeholders.

TBARTA is an Equal Employment Opportunity Employer.

**Revised: 1/2020**