



PROCUREMENT CONTRACT ADMINISTRATOR

\$4824. - \$5825. - \$6711. PER MTH Plus Great Benefits

Apply Immediately – Recruitment may be closed at any time without further notice

THE JOB – Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California, is seeking a highly skilled Procurement professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. We are searching for a high energy professional, who thrives in a team-oriented setting, will be a skilled problem solver with superior analytical skills to join our professional Procurement team. The selected Professional will be charged to perform journey-level work in support of complex professional services, equipment, or heavy construction contract administration activities. The duties may include, but not limited to, the following:

- Ensures contracts protect agency's interests and uphold policies and procedures; Interprets and clarifies contract provisions and advises project managers regarding compliance issues.
- Plans procurement processes and assists user departments with setting schedules; Develops understanding of internal customers' budgeting needs and procedures; provides pricing estimates and procurement strategies for projects. Reviews requisitions for funding availability and account code accuracy.
- Assists project managers in developing scopes of work; Develops and issues Request for Proposals and Invitation for Bids for complex procurements; Determines appropriate procurement methods;
- Leads proposal and bid evaluation teams and evaluates proposals and bids including cost/price analysis;
- Leads negotiations, creates, prepares, and award recommendations for management.
- Confers with project manager to ensure contract compliance and conformance to applicable laws. Reviews and approves invoices for projects.
- Prepares complex contract amendments, revisions, terminations, and close-outs. Negotiates settlement of contract disputes. Administers on-going contracts to ensure consistency with terms and conditions of contract.
- Compiles statistics for reports and studies related to procurement activity; Determines market effect on pricing and prepares price reasonableness reports.
- Assists new vendors/contractors with the procurement process; attends various meetings, including pre-bid and post-bid debriefings.

THE QUALIFICATIONS - The successful team player will possess a Bachelor's degree (B.A.) in Business or Public Administration with approximately **three to six years of procurement or contracting experience, specifically in the development and administration of public contracts, or any equivalent combination of education and experience.** Knowledge of principles and practices used in the development of contracts, contract administration, contract law, and accounting; principles and practices of fiscal, statistical, and administrative research and report preparation; pertinent federal, state, and local codes, laws, and regulations including contract law and Uniform Commercial Code. Interpret and apply applicable federal, state, and local laws, codes, and regulations; interpret and apply administrative and departmental policies and procedures; negotiate contracts and contract changes; prepare and compose contracts, change orders, addendums, amendments, bid documents, and specifications; effectively represent the agency to outside individuals and agencies to accomplish the goals and objectives of the unit; design and implement administrative communication and reporting systems; plan and organize work to meet changing priorities and deadlines; and answer contract specific questions from executive management and/or Board of Directors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

THE SELECTION PROCESS - Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only the most competitively qualified candidates will be invited to participate in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. Only those applicants who most closely meet the needs of the Department will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. The process also requires a background/criminal investigation and pre-employment physical examination with drug screening. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment. Further information and applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 909/379-7260 or visit our website at: <http://www.omnitrans.org/about/jobs.asp> **EOE/AA/VE/T**