

**Intercity Transit**  
**JOB TITLED: Procurement Coordinator**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	2
<b>DEPARTMENT:</b> Development	<b>DIVISION:</b> Procurement	<b>FLSA STATUS:</b> Exempt
<b>SUPERVISION RECEIVED FROM:</b> Procurement Manager	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b> C42
<b>SUMMARY:</b> Performs procurement and special project activities ranging from concept to completion to ensure timely, cost efficient and legally compliant goods and services. Responsibilities include preparing competitive solicitation documents for long-term agreements and/or purchases, and in coordinating committees to evaluate and provide input on specifications, bid evaluations and contract awards.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs professional level procurement and special project work for programs, including serving as a program liaison, coordinating complex acquisitions of products, services and construction, and providing recommendations for program direction. As a Coordinator, coordinates services between the Agency and vendors.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Develops and implements procurement project activities from concept to completion. Creates processes and procedures for bids, qualifications and proposals.	Daily 30% (C4)
2.	Researches procurement areas that are new to Agency or are in areas where there has been significant change since past procurements. Creates context and advises Agency staff of issues to be studied or resolved before beginning a procurement process.	Weekly 10% (C4)
3.	Researches, develops and reviews prepared procurement requests and specification drafts submitted by Agency staff for content, clarity, authority, compliant practices, alternative methods, potential problems, Agency trends; makes corrections and/or refers back for rework. Provides consultant services to staff.	Weekly 10% (C4)
4.	Researches suppliers of goods and services and obtains information from vendors. Analyzes information about product availability, prices, quality, and technical information. Schedules vendor presentations and invites relevant staff. Maintains related information.	Weekly 10% (C4)

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<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
5.	Schedules, coordinates, and facilitates meetings related to procurement. Creates formats for group discussion and evaluation. Facilitates problem solving. Prepares meeting materials and distributes.	Weekly 10% (C4)
6.	Represents the Agency with other local governments, regulatory agencies, professional organizations, property owners, businesses, the general public, contractors, consultants, and vendors. Attends a variety of meetings and serves on related committees. Gives oral presentations.	Weekly 5% (C4)
7.	Develops, identifies, recommends, and implements policies and procedures for procurement purposes. Assists in updating departmental resources and objectives.	Weekly 5% (C4)
8.	Ensures procurement program is in compliance with Agency, State, and Federal regulations. Prepares and maintains related reports, records, and data.	Weekly 5% (C4)
9.	Reviews sample contracts and attaches appropriate versions to RFPs or RFBs. Negotiates contract terms with vendors and reviews requests for contract modifications. Consults with legal counsel as needed. Modifies contracts. Ensures contract requirements are executed before contractor proceeds with work. Recommends actions on contracts. Reviews and renews contracts. Administers contracts of extended duration and complexity.	Monthly 5% (C4)
10.	Serves as project manager for agency projects.	Weekly 5% (C4)
11.	Supervises and coordinates elements of environmental review, facility design, permitting, and construction. Ensures contractors are in regulatory compliance.	Occasionally 5% (C4)
12.	Performs other duties of a similar nature or level.	As Required
13.	Must meet regular time and attendance standards.	Always

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**Knowledge** (position requirements at entry):

Knowledge of:

- Procurement principles and practices;
- Project management practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Facilitation and Conflict resolution techniques;
- Public contract law;
- Public sector liability issues;
- Contract negotiation principles;
- Mathematical concepts.

**Skills** (position requirements at entry):

Skill in:

- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Managing projects;
- Negotiating, interpreting, implementing, and administering contracts and related agreements;
- Maintaining records;
- Handling multiple tasks simultaneously;
- Preparing reports and business correspondence;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Facilitating meetings;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Business Administration, or a related field and three years of professional purchasing experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

None Required.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

**Physical Requirements:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: Oct 2011 CD