



**Laredo Transit Management Inc.
Job Description**

Job Title: Transit Procurement Specialist
Department: Maintenance
Reports To: AGM of Administration
FLSA Status: Non-Exempt

SUMMARY OF DUTIES:

Under the supervision of the Assistant General Manager of Administration, the Procurement Specialist is responsible for purchases supplies, equipment and services, and assists with the LTMI compliance to state and federal programs and labor standards,

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business or Public Administration from an accredited college or university; and at least two (2) years of purchasing and contracts administration experience; or an equivalent combination of education and experience.
- Valid Texas Driver's License.
- Proficient on PC computer and Office Software Packages.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to consistently operate within the framework of collegiality and teamwork.
- Ability to perform work in a productive and safe manner.
- Ability to maintain professionalism and quality assurance.
- Ability to effectively communicate both verbally and in writing in the English language and orally in the Spanish language.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and federal statutes, rules, ordinances, codes and regulations; and LTMI purchasing policies and procedures.
- Knowledge of applicable Federal and State procurement regulations, policies and procedures.
- Knowledge of the principles of contract management.
- Skill in establishing and maintaining effective working relations with co-workers, other city employees, vendors and representatives from other governmental agencies.
- Skill in completing and submitting multiple projects in a timely manner.
- Ability to prepare purchasing specifications.
- Required to comply with all LTMI Purchasing Policies and Procedures.
- Ability to maintain professionalism and quality assurance.
- Ability to establish and maintain effective working relationships with supervisors and co-workers.
- Ability to project a positive and professional image for El Metro.

EXAMPLE OF WORK PERFORMED: (The following is not intended to be a complete list of all duties performed.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Researches and expedites purchases of supplies, services, and equipment; resolves problems encountered with departments and vendors; tracks the statuses of purchases; assures product quality is commensurate with specifications.
- Coordinates purchasing processes; solicits formal bids, requests for proposals, request for quotes and related bid documents; attends pre-bid and other meetings requires.

- Assists in the preparation and reviewing of specifications to obtain competitive bids.
- Enters data accurately into computer regarding purchases requests to confirm purchase orders.
- Coordinates contracts and purchases agreements with vendors, and administers final approval process for purchases; responds to inquiries regarding purchasing issues.
- Provides contract oversight and advice on technical procurement processes and procedures; reviews and evaluates contracts and proposals; participates on technical review panels as required.
- Assists in the administration of state and federal labor standards, including Davis-Bacon prevailing wage rate. Investigates work site activities as needed; assures compliance with policies and procedures, and other state and federal regulations.
- Establish and maintains good relations with vendors and contractors; maintains product and service information on vendors; monitors payrolls and investigates complaints as required; audits files to assure compliance with state and federal requirements.
- Maintain records and the procurement database; compile information and prepares reports.
- Serves as a liaison between LTMI and the City of Laredo Purchasing Department.
- Performs other duties as assigned or required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed inside. Physical ability requires frequent subjection to elements, such as fumes, gases, dust, grease, smoke, oils, noises, extremes in temperature and humidity. The employee is regularly required to sit and walk, listen and lift and/or move up to 25lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Physical ability required to be mobile, bend, stoop, stand, climb ladders and/or stairs.

Work hours may involve early mornings, late night, weekends and holidays. Days off are subject to be canceled.

Laredo Transit Management, Inc. Is an Equal Opportunity/ Affirmative Action Employer and Complies with the Americans with Disability Act.

Apply by submitting an application to El Metro Administrative offices located at 1301 Farragut St. -3rd Floor Laredo, Texas 78040. For application, job description or information, please call (956) 795-2288.