



Posted: Friday, September 14, 2012

## Manager, Procurement & Contracting

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the position of Manager, Procurement and Contracting.

Under the direction of the General Counsel, the incumbent is responsible for providing strategic direction for the Agency's procurement and contracting function. Plans, organizes and manages the procurement and contracting activities undertaken by the Agency. Directs the development and implementation of policies and procedures related to procurement, office services, space planning, remodeling and general building services. Ensures that related activities are performed efficiently, effectively and in accordance with established company policies and procedures. Coordinates with General Counsel to ensure compliance with statutes, rules and ordinances applicable to agency procurement and contracting. Develops and monitors the divisional budget and analyze expenditures on a monthly basis. Reviews and analyzes expenditures on a monthly basis. Represents the RTA in negotiating contractual arrangements and ensures that the appropriate contract documents are prepared. Directs staff to accomplish Agency goals.

Responsibilities include but are not limited to:

1. Directs and oversees the Agency's purchasing function. Ensures the RTA has the appropriate acquisition methods available to accomplish the Agency's mission. Develops policies and procedures related to the procurement of equipment, goods and services. Oversees all procurement and contract administration activities associated with the placing and administering of purchase orders and contracts for equipment, goods and services. Assures compliance with procurement policies and procedures. Acts as liaison between vendors, contractors and RTA staff.
2. Manages the procurement process from requisitioning through contract issuance, administration and close-out. Answers procurement questions regarding federal and state procurement rules and regulations as well as RTA policies and procedures. Manages and coordinates the preparation and issuance of bid packages and evaluates vendor proposals. Approves all purchase orders, change orders and amendments generated by staff.
3. Manages and reviews contracts to ensure resolution of any conflicts between the proposal and contract. Coordinates and resolves various clarifications and exceptions contained within bids. Evaluates and negotiates price and contract arrangements with vendors and assists RTA managers in contract negotiations. Collaborates with General Counsel to interpret contract provisions and review contracts for accuracy and changes prior to bid, contracting and renewal.
4. Identifies legal requirements and government regulations and develops plans for compliance. Reviews, evaluates and revises the *RTA Purchasing Manual* and forms such as purchasing requisitions, Request for Proposals (RFP) and Invitation for Bids (IFB) to ensure that procurement best practices are being used and are in compliance with applicable regulations. Collaborates with DBE staff to ensure procurement processes are aligned with DBE program.
5. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and use automation to enhance procurement processes. Develops policies, procedures and processes to achieve strategic goals. Trains RTA staff on procurement policies, procedures and processes.
6. Develops office policies and supervises their implementation. Ensures office support and reception services are delivered in a timely manner. Supervises the maintenance of office equipment, including copiers, fax machines, etc. Directs the facility's day-to-day operations (such as changing light bulbs, heat problems, water problems, general repairs in the department, workstation issues, etc.). Oversees the maintenance and alteration of office areas and equipment as well as layout, arrangement and housekeeping of office facilities.

The ideal candidate should possess the knowledge, skill and mental development equivalent to the completion of a A Bachelors degree in Management, Public or Business Administration, or a related field or equivalent related work experience. An MBA and/or CPM designation is highly desirable.

**An Equal Employment Opportunity/Affirmative Action Employer**

Looking for a minimum of 7 years of progressively responsible experience in related field with at least 5 years management experience required including experience in procurement and contracts management. Demonstrated leadership in strategic sourcing and ability to approach procurement from both a strategic and tactical perspective. Strong analytical skills and problem solving skills needed. Ability to interpret and make decisions in accordance with laws, ordinances, rules, regulations, and policies governing the purchase and contracting of goods, commodities and services. Ability to communicate effectively in writing and verbally in a business environment. Familiarity with federal acquisition regulations (FAR) and procurement best practices highly desirable. Proficiency in Microsoft Word and Excel required. Must be proficient and have previous experience using an electronic purchasing system.

The RTA offers a competitive compensation and benefits package. Relocation is not available. For more information about the RTA, visit our website at [www.rtachicago.com](http://www.rtachicago.com).

Minimum salary is \$87,000

**Please submit a cover letter, resume and salary history to:**

Regional Transportation Authority  
Human Resources, Attn: 12-MPC  
175 W. Jackson, Suite 1650  
Chicago, IL 60604

**To apply online, go to:** <https://www.rtachicago.com/jobposting/?job=113>