



Position Title: Procurement Specialist
Classification: Exempt
Location: Administration - 8510 Corridor Road, Suite 110, Savage MD
Reports To: Director of Finance
Salary Range: \$60,000 - \$70,000 (DOQ)
Date Updated: August 25, 2022

ABOUT US

The Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location. RTA operates 15 fixed-routes and paratransit service throughout the service area.

JOB DESCRIPTION

The RTA is seeking a **Procurement Specialist** to be responsible for the administration of Federal, State and Local grant management and contracts as well as for all organization procurements. The position shall also be responsible for communications, cooperation and collaboration with various governmental funding agencies and their representatives.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Prepares grant billing to submit to our funding partners.
- Assists RTA funding partners in preparing various Federal and State grant applications including MTA's Annual Transportation Plan grant application.
- Ensure grant compliance on reporting, timeline, and expenditures.
- Takes lead on all RTA procurement activities and ensure Federal and State procurement compliance.
- Identifies appropriate procurement method and develops proposal packages accordingly.
- Tracks and maintains all procurement documentation.
- Works with the State in identifying Disadvantage Business Enterprise (DBE) goals.
- Ensures RTA procurement policy is accurate and current.
- Responsible for the overall management and administration of transportation for-hire contracts. Responsibilities include but are not limited to monitoring contract performance and ensuring vendor compliance with contract requirements; collecting necessary contract data and preparing periodic and as needed reports; reviewing and revising contract documents and reporting formats to ensure compliance with contract requirements.
- Perform other related duties as assigned.

Regional Transportation Agency (RTA) of Central Maryland

MINIMUM QUALIFICATIONS

- BA/BS in Accounting, Finance, Business Administration, Economics, Public Administration, or a closely related field.
- Five (5) years of professional level experience in procurement.
- Experience in managing grants.
- Ability to use independent judgment in routine and non-routine situations.
- Strong skills in grant management, research, grant writing, project management, budgets, statistical compilations, and investigation of variances.
- Exceptional computer skills are required, with advanced knowledge of MS Office
- Familiar with the MTA LOTS manual and state procurement guidelines.

Physical Requirements & Working Conditions:

Incumbent must be able to move about the office and between floors; utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person or by telephone. Must be able to drive an RTA vehicle. Must be able to work in various weather conditions for public events. Must be comfortable speaking and interacting with diverse groups of people.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed, as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.