



Procurement Administrator

GoTriangle, the regional public transportation organization for Wake, Durham, and Orange counties has a unique opportunity for an experienced Purchasing and Contracts Professional. This position is responsible for the coordination and management of GoTriangle's procurement, purchasing and contracting activities. This includes ensuring that all procurements and purchases are conducted in accordance with GoTriangle policy, state laws and federal regulations. The Purchasing and Contracts Officer also conducts contract negotiations, reviews contract documents for statutory compliance and coordinates the management review and execution of GoTriangle contracts.

Responsibilities include (but not limited to):

- Monitoring and/or overseeing all procurements conducted by GoTriangle including direct participation in or oversight of all procurements that require formal bidding (IFB), competitive proposal (RFP), qualifications-based (RFQ) methods as well as individual procurements that require informal bidding or price quote methods, as requested.
- Determining appropriate procurement methods, commercial terms and developing procurement schedules.
- Preparing and/or reviewing and approving all Requests for Proposal, Requests for Qualifications and Invitation for Bid documents for statutory, regulatory and policy compliance prior to solicitation.
- Coordinating procurement solicitation process including advertisement, pre-proposal conferences, responses to inquiries, issuance of addenda to solicitations, receipt of bids/proposals and responses to protests.
- Coordinating contractor selection process including bid/proposal certifications, contract award notifications and negotiations, and rejection letters and de-briefings.
- Performing price analyses for all responses to solicitations and coordinating/reviewing cost analyses for non-competitive procurements and change orders.
- Coordinating management reviews, approvals and execution of GoTriangle contracts and documents, including reviews for statutory, regulatory and policy compliance.
- Maintaining all procurement and contract records and files.
- Preparing and reviewing all GoTriangle purchase orders for compliance prior to approval by Chief Financial Officer.
- Maintaining expertise on requirements of Federal Transit Administration Master Agreement and federal, state and local laws and regulations affecting GoTriangle.
- Preparing and submitting reports to federal, state and local agencies that may be required for compliance with laws and regulations affecting GoTriangle.
- Other duties as assigned by the Chief Financial Officer.

The qualified applicant holds a Bachelor's degree from an accredited four-year college or university in business administration, public administration or a related field. A Master's degree is preferred. The candidate has considerable experience in government procurement, purchasing and contracting with emphasis on Federal Transit Administration requirements

regarding expenditures of federal funds. He or she will have experience in large capital project procurements, preferably in a transit environment and considerable experience drafting and managing construction, professional service, rolling stock and other major specialized solicitation for procurement packages. This position requires an individual with strong working knowledge of federal and state procurement, purchasing and contracting laws, regulations and requirements. The ideal candidate will preferably (but not required) have a background in light rail along with the ability to work independently on multiple program objectives at once. An exceptional level of interpersonal skills is required to effectively communicate with government officials, GoTriangle management and staff, and the general public. Must be proficient working with PC's including finance software and the Microsoft Office Packages. Salary range is \$49,401-92,374 and a comprehensive benefits package is offered. EOE.

Qualified candidates can email cover letter and resumes to: jobs@GoTriangle.org or mail to: GoTriangle, PO Box 13787, RTP, NC 27709.

No phone calls or 3rd party solicitations, please.