



Job Title: Procurement & Compliance Specialist
Department: Regulatory Compliance
Reports To: Director of Regulatory Compliance & Civil Rights Officer
FLSA Status: Exempt
Prepared Date: 2/10/2021
Pay Grade: 11
Salary Range: \$52,000 - \$67,824

DEFINITION:

Under general supervision from the Director of Regulatory Compliance & Civil Rights Officer, this position has the responsibility for the review and monitoring of procurement and related contract services in accordance with The COMET's policies, procedures and applicable local, state and federal regulations. Also, this position assists in the coordination, review, compilation, and analysis of data for The COMET's civil rights programs (DBE, EEO, ADA, Title VI) to ensure compliance with applicable laws, codes and policies; and performs related duties as assigned. Excellent writing and computer skills including Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) are essential to successful performance in this position. Duties include planning, scheduling, initiating, and monitoring of contract and program activities. Work requires independent and professional judgment.

DISTINGUISHING CHARACTERISTICS:

Under general supervision from the Director of Regulatory Compliance & Civil Rights Officer, to develop and monitor centralized procurement and contract administration compliance processes; and small business participation in the procurement/solicitation process. The incumbent may be called upon to provide support and assistance to address issues and concerns outside areas of assignment.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Demonstrates strong leadership and managerial competencies, including integrity, accountability, communication skills and commitment to teamwork and excellence in responsibilities.
- Create effective monitoring tools to ensure compliance of procurement and contract administration processes.
- Conduct reviews for all procurements prior to award of contracts for compliance requirements.

- Provides high-level technical/administrative guidance on work requirements and methods.
- Periodically review documents relevant to the procurement of all supplies, equipment and services for The COMET's and ensures compliance in accordance with the Procurement and Contract Administration Policy, as well as applicable local, federal and state laws.
- Establishes bid standards and prepares procurement documents to publicly solicit bids and contracts for the purchase and/or lease of materials and services.
- Identifies suppliers that satisfy The COMET's contracting and purchasing requirements. Maintains positive vendor relations.
- Recruits and monitors small business participation in the procurement/solicitation process by reviewing statements/scopes of work, setting goals and evaluating Good Faith Efforts requirements.
- Manages the preparation of solicitation documents and offers.
- Conducts (or Manages the process for) the evaluations of proposals, offers and bids in accordance with internal policy and external local, state and federal regulations while selecting the best supplier in accordance with solicitation requirements.
- Assures suppliers deliver materials and services in accordance with standards of price, time, quantity and quality agreed upon.
- Assures all invoices are audited for compliance with contract terms and supervises contract closeout.
- Responsible for ensuring records are maintained and procurements are documented from origination through completion.
- Maintains complete record of authority contracts for goods and services.
- Writes and reviews action items going before the Board of Directors on solicitations, contract awards and modifications.
- Makes recommendations on policies and procedures as needed to ensure the success and compliance of all procurement related activities.
- Coordinates routinely with other departments to assure effective and timely coordination and team work in procuring goods and services. Provides procurement research, guidance and direction by presenting available procurement options.
- Incorporates best practices and market research into procurement practices to ensure The COMET's obtains the possible price.
- Exhibits a strong sense of urgency to maintain high personal performance while making decisions and allocating resources in a cost-efficient manner.
- Is a designated Contracting Officer for The COMET.
- Maintains monthly, quarterly, and annual performance reports on compiled data.
- Assists in analyzing service policies and procedures; makes recommendations to ensure compliance.
- Assists with investigations of complaints of harassment, discrimination or any alleged retaliation of a person or persons denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin under any of The COMET's policies, programs, services, activities or facilities.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices, rules, and regulations related to public agency purchasing, including competitive bidding procedures.
- Sources and types of products, commodities, and services used by The COMET.
- State and federal laws, codes, and regulations and The COMET policies and practices pertinent to areas of responsibility.
- Principles and practices of public administration, including budgeting, contracting, purchasing, and maintenance of public records.
- Principles, practices, and techniques of drafting and administering complex purchase contracts and enforcing contract provisions.
- Methods of conducting product and vendor research.
- Principles and practices of sound business communication.
- Principles and practices of effective management and supervision of projects.
- Basic computer skills including word processing and experience with spreadsheets.
- Mathematics.

Ability to:

- Manage and streamline multiple, concurrent administrative assignments, while balancing competing priorities.
- Communicate clearly and effectively, both orally and in writing; persuade, justify, and project consequences of decisions and/or recommendations.
- Take initiative, reason logically, and be creative in developing and introducing new ideas.
- Build effective interpersonal working relationships with staff, peers, Board, public, and financial counterparts.
- Make sound decisions consistent with The COMET's goals and strategic business plan.
- Promote and implement the vision, mission and core values of The COMET.
- Work in an environment requiring strong discipline and attention to detail.
- Analyze and evaluate complex administrative problems, recommend and implement alternative solutions to complex issues.
- Develop policies and procedures to improve the operations and functions of The COMET.
- Effectively represent The COMET before the Board of Directors, City & County Councils, and other Federal, State, local, and regional agencies, Boards and Commissions, and in public meetings and hearings.
- Analyze and evaluate bid proposals, purchase requisitions, specifications, and other purchasing-related documents.
- Efficiently conduct vendor and product research.
- Draft concise, comprehensive bid specifications for highly technical products and services.
- Understand, interpret, apply, and explain applicable laws, codes and ordinance.
- Effectively negotiate contracts and agreements on behalf of The COMET.
- Operate a computer and standard business software.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Communicate effectively orally and in writing.

- Exercise sound, expert independent judgment within general policy guidelines.
- Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Maintain confidentiality of information.
- Recognize and respect limits of authority and responsibility.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

A bachelor's degree from an acceptable, accredited college or university with major course work in acquisitions, purchasing, accounting, finance, business or public administration or a closely related field.

AND

Five (5) to seven (7) years of progressively responsible experience in developing and administering contracts and procuring goods and supplies.

NOTE: Familiarity with transit or transportation system activities and functions is highly desirable. Experience in a public organization is preferred.

An equivalent combination of education, experience, and training that demonstrates the required knowledge, skills, and abilities necessary to effectively perform the duties and functions of this position may be considered.

LICENSES AND CERTIFICATES:

A valid Class C driver license and safe driving record is required at the time of application and at the time of appointment and must be maintained throughout employment.

Desired certifications include: National Institute of Governmental Purchasing (CPPPO) or the Institute of Supply Management.

SPECIAL REQUIREMENTS:

- Must be able to work extended hours as needed, often outside regular business hours as required by the Executive Director/CEO or Director of Regulatory Compliance & Civil Rights Officer and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts collaboratively with others encountered in the course of work.

Language Skills

Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to customers, clients and other employees of the organization. English required, bilingual a plus.

Reasoning Ability

Able to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several variables in standardized situations. Strong analytical skills are a must.

Computer Skills

Experience with word processing, spreadsheets, Internet software, email and/or database software preferred. Microsoft Office skills are required.

Work Environment

The employee works in an office environment where the noise level is usually quiet. May require availability to work a flexible schedule, including evenings and weekends. Primary working hours are Monday through Friday from 8:00 a.m. to 4:30 p.m., based on a 37.5-hour work week, excluding 13 holidays and one (1) floating holiday. Travel is minimal to conferences within and out of state, as well as meetings within Richland and Lexington Counties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Safety Statement

This is not a safety sensitive position and is not subject to Drug and Alcohol Testing as required by the Federal Transit Administration.

OTHER CONDITIONS OF EMPLOYMENT:

Must pass requisite reference and background check.

*Adopted: February 2021

*Job Family: Professional-Regulatory Compliance