



## **METRO** Regional Transit Authority

### **Procurement Officer**

**Department:** Finance

**Classification:** Exempt

**Safety Sensitive:** No

**Position Summary:** This position is responsible to perform advanced level work by preparing and conducting procurement activities that are formal and semi-formal in nature. Procurements are for goods, materials, services, construction, etc. Responsible for monitoring contractor performance and acting as liaison between METRO and contractor for procured services.

**Reporting Relationships:**

Position Reports to: Director of Finance

Direct Report By Title:

Indirect Reports by Title:

Number of Reports: Direct 0    Indirect 0

**Essential Job Functions:**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.*

---

**Job Responsibilities:**

- Responsible for managing the procurement of materials and supplies, parts, equipment and other items to meet the needs of METRO
- Responsible for issuing procurements that require a formalized bid process. This will include working with requesting department in formulating bid specification requirements; issuing bid documents; assisting with the evaluation process; conducting vendor qualification hearings and

issuing contract documents; as well as other activities required to complete the procurement process

- Work with vendors and team members to manage the DBE tracking requirements
- Responsible for monitoring bidder performance during the life of their contract
- Serve as liaison between METRO's team and the contractor
- Serve as liaison between METRO's team and vendors
- Responsible for maintaining bid document files
- Responsible for securing and maintaining contracts
- Responsible for developing an annual procurement list and calendar
- Responsible to guide METRO employees in the proper way to obtain goods & services following FTA guidelines
- Responsible for understanding the current FTA rules and regulations, and communicating those guidelines and any changes to the Director of Finance and other METRO purchasing agents.
- Keep METRO SOPs, manuals, etc. current and review them as needed, and/or annually
- Monitor and confirm that there are no conflicts of interest or ethical violations during and after the procurement process
- Issue purchase orders, sign off on purchase requisitions and verify accuracy, receive materials, etc. in accordance to the METRO procurement guidelines
- Ensure that the METRO procurement policies and guidelines contain the most recent FTA guidelines and review/update them as needed and/or annually
- Performs other duties as assigned (could possibly include occasional evenings and weekends)
- Participate in appropriate trainings to remain current on rules and regulations; including procurement, project management and ethical conduct

---

**Physical Requirements & Working Conditions:** Job requires incumbent to sit, stand, walk and occasionally (0 to 1/3 of the working time) lift up to 50 pounds. Work is typically performed indoors in an office setting. Incumbent frequently works alone.

**Required Skill Sets:**

**Technical & Communications Skills:**

- Knowledge of analytical skills necessary to develop and implement METRO's mission and goals
- Ability to use spreadsheets, word processing and selected job-specific software
- Knowledge of basic budgetary principles and practices
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data information
- Ability to demonstrate initiative and independent judgment
- Ability to organize work, set priorities and meet critical deadlines with minimum oversight
- Ability to communicate clearly and effectively, both orally and in writing

- Ability to define problems, collect data, establish facts and draw valid conclusions so as to resolve problems
- Ability to prepare clear and concise reports, correspondence and other written materials
- Knowledge of administrative principles and practices including goal setting and goal implementation
- Ability to speak effectively with individuals and small groups, and to respond to questions
- Effective time management
- Ability to deliver formal presentations
- Ability to keep clear and accurate records and reports
- Good recordkeeping, as well as efficient report preparation and filing methods
- Ability to design reports and make changes as needed

**Cognitive Skills:**

- Ability to use tact and discretion
- Ability to perform standard business arithmetic, including percentages and decimals
- Ability to maintain issue confidentiality
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures, and government regulations
- Ability to establish and maintain effective working relationships with various departments, individuals or other internal groups
- Ability to deal with a variety of concrete variables in situations where significant standardization exists
- Ability to deal courteously and diplomatically with the general public
- Interpersonal skills necessary to provide effective leadership develop cooperative working relationships with employees, senior management, elected officials and vendors
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form

**Leadership and other Skills:**

- Ability to demonstrate conflict management skills
- Knowledge of methods and techniques of research and statistical analysis
- Ability to demonstrate negotiating skills
- Knowledge of business letter writing

---

**Experience and/or Educational Requirements:**

Position requires a four year degree; five to seven years of previous experience in procurement; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Transit procurement experience is preferred.

**Core Values:**

**Teamwork:**

- Demonstrating teamwork in and across departments
- Treating everyone with respect
- Recognize that the team is greater; much more than the collection of individual efforts

**Safety:**

- Ensuring the safety is a guiding priority
- Believing that every accident can be prevented
- Having a constant eye to safety in all aspects

**People Centric:**

- Celebrating diversity/individual differences
- Treating everyone fairly and equitably
- Valuing everyone: co-workers, customers, each other, stakeholders

**Service Excellence:**

- Providing the best customer service to everyone, both externally and internally
- Routinely exceeding expectations
- Serving our customers and each other

**Integrity:**

- Always demonstrating honesty, trust, character and fairness without compromising the truth
- Showing high regard for civility, equity/fairness and human dignity
- Having the courage to do the right thing

**Action Ready:**

- Sharing one goal, one mission
- Keeping commitments
- Giving more than is expected, willingly, without hesitation and without direction

As an Equal Opportunity Employer, METRO RTA does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, color, sex, age, disability, sexual orientation, national origin, or other protected characteristics.

**TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT AN APPLICATION TO THE EMPLOYEE ENGAGEMENT DEPARTMENT.**

**Mail:**  
**METRO RTA**  
**Attn: EEC Recruiting**  
**416 Kenmore Blvd.**  
**Akron, OH 44301**  
**Fax: 330-594-5033**  
**Email: HRrecruits@akronmetro.org**



**POSTED:**  
**This posting will be removed on**

