Capital Area Transit System

|  |  |
| --- | --- |
|  |  |
| DEPARTMENT:  | Procurement |
| POSITION: | Procurement Analyst I |
| OPENING DATE:  | July 30, 2020 |
| CLOSING DATE:  | August 21, 2020 |
| RECRUITMENT TYPE:  | Internal/External  |
| DESCRIPTION:  |
|  |
| Essential DUTIES:  |
| *This is a general listing of job functions and does not wholly represent a complete listing of the positions responsibilities.*  * Providing support in preparing proposals and bid documents;
* Assisting in the coordination of bid analysis, bid openings and bid evaluations;
* Researching Federal and State Laws and guidelines as outlined by CATS Procurement Policies;
* Communicating and documenting tasks completed in various types of procurement efforts;
* Assisting coworkers in obtaining the goods and services they are in need of while insuring CATS complies with Federal and State requirements;
* Completing tasks required after award to document and communicate with vendors, contractors and consultants;
* Organizing and maintaining documents as required by CATS;
* Performs other duties of similar nature and level as assigned.

OTHER JOB FUNCTIONS May be assigned additional administrative responsibilities as required. MINIMUM QUALIFICATIONS All candidates must meet the following minimal qualifications:* A high school diploma;
* A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. CATS reserves the right to determine the equivalences of education and experience for this position.

PREFERRED QUALIFICATIONS BUT NOT REQUIRED* A Bachelor’s Degree from an accredited college or university in Business Administration or a related field.

Knowledge of:* Basic procurement rules and regulations;
* Laws that relate to procurements being made per Federal and State Guidelines.

Skilled in:* Developing and implementing plans or methods to complete an assigned task;
* Planning, organizing, coordinating, and providing assistance with completing procurement required activities;
* Utilizing Microsoft applications including: Outlook, Word and Excel;
* Reading and comprehending policies for understanding and using that knowledge to complete required tasks in the procurement process;
* Analyzing and solving problems with limited oversight;
* Analyzing processes and making recommendations for improvement;
* Mediating conflicts and negotiating when appropriate;
* Communicating in order to interact with coworkers, supervisor, and the general public at a level sufficient to exchange or convey information and to receive work direction.

Ability to: * Provide advice, to develop, and interpret procurement policies;
* Facilitate interdepartmental collaboration;
* Analyze data, identify issues and opportunities and recommend appropriate solutions;
* Prepare written correspondence and reports;
* Present information and respond to questions from groups of managers, coworkers and the business public;
* Practice and demonstrate strong organizational and time management skills;
* Establish and maintain cooperative relationships with those contacted during the course of work;
* Maintain tact, poise and professional demeanor in the workplace and with the public and coworkers.

LICENSES AND OTHER REQUIREMENTS: A valid Louisiana (or other State issued) driver’s license.  |
| **PREFERRED SKILLS:*** Thorough knowledge of FTA regulations and Louisiana regulations as they relate to procurement.
 |
|  |

Travel

There may be some required traveling for training and conferences, for short periods.

Please submit a cover letter and resume to: catscareers@brcats.com. The first review of applications and resumes is slated for August 10, 2020. This position will close on August 21, 2020.

Capital Area Transit System (CATS) is an Equal Employment Opportunity employer. CATS does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.