



## Job Title: Procurement Analyst

**FLSA STATUS:** Non-Exempt

**SUPERVISION RECEIVED FROM:** Emily Efferson, Procurement Director

**DEPARTMENT:** Administration

**WORK SCHEDULE:** Flexible Part Time Hours 8am-4:30pm (2-3 days a week)

**SUPERVISION EXERCISED OVER:** N/A

**MINIMUM QUALIFICATIONS:** with Louisiana Public Bid Laws Title 38 for Political subdivisions or the State or Louisiana or State Procurement Laws Title 39 or a high school diploma and five (5) years' working experience in Louisiana Public Bid Law Title 38 or State Procurement Regulations Title 39.

**PREFERRED QUALIFICATIONS:** 3-5 years of experience in Procurement

**SUMMARY\*:** The Part-Time Procurement Analyst position includes performing a variety of professional level duties in support of the Procurement Department and purchasing functions. Duties include assisting other procurement staff in keeping supplies in stock; working with vendors; preparing technical specifications and bid documents for supplies and services; assisting in evaluation and recommending award of solicitations of informal/formal bids. This position must be knowledgeable and comply with the Louisiana Public Bid Law and other purchasing rules and regulations that govern Louisiana public sector.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of operations, services and activities of a public procurement administration. Knowledge of principles and practices of Louisiana public bid laws. Ability to communicate clearly and concisely, both orally and in writing. Ability to operate standard office equipment and Microsoft Window programs. Ability to maintain a high level of confidentiality.

**ESSENTIAL DUTIES:**

Prepare and evaluating informal bids such as Request for Quotes (RFQ), Request for Proposals (RFP) and Invitations to Bid (ITB) in accordance with Louisiana Public Bid laws and Federal Transit Administration (FTA) Third Party Contracting requirements. Preparing evaluations and recommendations in the selection of contract awards. Assists in purchasing equipment, furniture, office supplies, construction bids, consulting services awards, etc., in accordance with federal, state and local regulations. Works with CATS staff to ensure that purchased supplies and services meet the needs of CATS, including price, delivery, quality and timeliness. Assists in maintaining an established qualified vendor list. Assist other procurement staff as needed in vendor and/or other meetings. Assist in verifying the accuracy of vendor invoices with CATS Project Managers and Accounts Payable. Assist in keeping sufficient files, records and support documents to maintain an audit trail and compliance.

**LOCATION:**

5700 FLORIDA BLVD.

**JOB POSTING DATE:**

9.15.2017

**Job Ending Date**

9.22.2017

**HOW TO APPLY:**

Submit an internal application to the front desk.

HR Fax: 225.346.3249

HR Email: [careers@brcats.com](mailto:careers@brcats.com)

**CAPITAL AREA TRANSIT SYSTEM**

2250 Florida Boulevard  
Baton Rouge, LA 70802

Phone: 225.389.8920

Fax: 225.389.8919