Job Title:

Procurement Analyst II

FLSA STATUS: Exempt

SUPERVISION RECEIVED FROM: Procurement Manager

DEPARTMENT: Procurement

WORK SCHEDULE: Monday-Friday 8:00am-4:30pm

SUPERVISION EXERCISED OVER: N/A

MINIMUM QUALIFICATIONS: A Bachelor’s degree in Business Administration, Accounting or related field and three years’ Louisiana Public Bid Law (Title 38 or 39) experience in Procurement or a high school diploma and five years’ experience in Louisiana Public Bid Law (Title 38 or 39) in Procurement.

PREFERRED QUALIFICATIONS: 3 Years’ Federal Transit Administration (FTA) experience in Procurement and/or experience applying Federal Acquisition Regulations.

SUMMARY: The Procurement Analyst II duties include performing a variety of professional level duties in support of the Procurement Department; evaluating the efficiency and effectiveness of purchasing functions and operations, and performing related duties as assigned which include working with CATS departments, vendors, contractors, etc., preparing technical specifications for supplies and services and working with proposal evaluation committees to recommend contract awards. Duties also include planning, scheduling, initiating, monitoring and quality assurance of all procurement and contract activities, requires independent and professional judgment and is performed under the general direction of the Procurement Manager. This position assures compliance with the Louisiana Public Bid Law, FTA rules and regulations, CATS Procurement Manual, any other rules and regulations that govern the public sector as they pertain to purchasing.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

Knowledge of: Knowledge and understanding of public contracting processes and related federal, state, and local regulations. Knowledge of principles and practices of Louisiana Public Bid Law. Skill in conducting financial analyses. Ability to communicate clearly and concisely, both orally and in writing. Ability to maintain a high level of integrity, confidentiality and professionalism.

TECHNOLOGY:

* Ability to operate standard office equipment.
* Demonstrates computer and other technology skills necessary for effective communications and presentations.
* Familiarity with emerging technological hardware, software, trends and tools and their application to procurement services.

CATS Financial and other Software Systems

Essential Duties:

# Maintain communications board in the lobby. Greet and welcome guests. Announce and direct visitors to appropriate person. Answer, screen and forward incoming phone calls, Provide basic and accurate information in person, email and phone. Receive, sort and distribute daily mail/deliveries, incoming and outgoing. Order front office supplies and keep inventory of stock. Ensure receptionist area is tidy and presentable. Have a professional attitude and appearance.

# \*\*Other duties as assigned which are reasonably within the scope of duties enumerated above\*\*

CATS is an equal opportunity employer.  As such, CATS will recruit, hire, train, and promote in all job levels the most qualified persons without regard to race, color, creed, national origin, sex, age or handicap.  All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.