

JOB ANNOUNCEMENT

POSITION: Procurement Manager
DIVISION: Finance
SALARY: TBD

POSTED: June 8, 2018
APPLICATION DEADLINE: 4:00 pm, June 21, 2018

SUMMARY: The Procurement Manager is responsible for overseeing the procurement function including but not limited to: soliciting contracts for goods and services, engineering and construction, and professional services; ensuring all procurements are in accordance with applicable laws, regulations, and policies; creating and maintaining procurement policies and procedures; and administering MBE/WBE reporting.

DUTIES:

- Supervise and manage the procurement process for the Authority; provide training; and assign workload
- Establish and sustain procurement policies and procedures, including M/WBE compliance tracking and reporting and fleet management
- Develop and maintain procurement records and documentation
- Determine the method of procurement, preparing, composing, awarding, and administering contracts and purchase orders for goods, services, engineering and construction, and professional services (including changes/modifications)
- Coordinate and facilitate pre-solicitation conferences, bid openings, and other related meetings
- Analyze and evaluate responses to solicitations for conformance to procurement requirements
- Participate in vendor conferences (both internal and external)
- Conduct market research
- Prepare reports
- Ensuring the safety and legality of actions
- Correspond and communicate with internal and external customers
- Manage vendor relations
- Resolve payment discrepancies
- Approve employee reimbursements
- Reconcile Authority credit card statements

KNOWLEDGE/ABILITIES:

Demonstrated experience with procurement requirements for public entities; Expert in applying laws, regulations, policies, and procedures; Considerable knowledge of contract issuance, procurement methodologies, and standard public purchasing guidelines; Strong proofreading and typing skills: Pays great attention to detail; Ability to write clearly and concisely using proper language and grammar; Ability to establish and maintain cooperative and constructive working relationships; Ability to be a team player with the ability to foster collaboration; Possesses problem-solving skills; Effectively manages workload.

GENERAL REQUIREMENTS: Applicants must be domiciled in the City of Pittsburgh at time of appointment and remain domiciled throughout employment with the PWSA. Verification of City residence required at time of filing application.

Must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

EXPERIENCE REQUIREMENT:

Required: Bachelor's degree in business, supply management, or a related field; Minimum of ten years of progressively responsible experience in public procurement; Experience using purchasing functions within an ERP system such as Microsoft Dynamics GP, Oracle, SAP, etc.; Certification from an accredited procurement program as a Certified Purchasing Manager (C.P.M.), Certified Professional in Supply Management (C.P.S.M.), Certified Public Purchasing Officer (C.P.P.O.), designation as a Federal Government Acquisition Professional certified to Level III or equivalent.

APPLICATIONS: Available in the Human Resources Department, 1200 Penn Avenue, Pittsburgh, PA 15222 or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

You may be considered for other available positions based on qualifications provided on your employment application.

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