



Pittsburgh  
Water & Sewer  
Authority

## **JOB ANNOUNCEMENT**

**POSITION:** Sr. Contract Specialist

**POSTED:** October 24, 2017

**DIVISION:** Finance

**APPLICATION DEADLINE:** Until Filled

**FLSA:** Exempt

**SALARY:** \$70,000-\$80,000

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### **SUMMARY:**

The Sr. Contract Specialist will generally be responsible for the cradle-to-grave process for moderate to complex procurements for goods, services (including professional), and construction.

### **DUTIES:**

Determines the method of procurement and prepares, composes, awards, and amends (as required) contracts and purchase orders; Coordinates and facilitates pre-solicitation conferences, bid openings, and other related meetings; Analyzes and evaluates responses to solicitations for conformance to procurement requirements; Assists with locating sources of supply; Establishes and maintains records and prepares accurate reports involving various degrees of narrative utilizing Microsoft software; Participates in vendor conferences (both internal and external); Assists with training others on procurement principles, practices, and techniques (within team and Authority); Reviews work of lower level personnel; Performs other duties as requested in support of the Finance Dept.

### **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 become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Required: Bachelor's degree in business, supply management, or a related field; Minimum of five years of experience in procurement of moderate to complex projects; Experience using purchasing functions within an ERP system such as Microsoft Dynamics GP, Oracle, SAP, etc. Preferred: 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 Buyer (C.P.P.B.), Certified Public Purchasing Officer (C.P.P.O.), designation as a Federal Government Acquisition Professional certified to Level II or equivalent.

### **PHYSICAL DEMANDS:**

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATIONS:** Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, Pa 15222 or via email to: [HR@pgh2o.com](mailto:HR@pgh2o.com).

### **An Equal Opportunity Employer**

*The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.*