



Montachusett Regional Transit Authority
Job Description

Position Title: Procurement Manager

Department: Procurement

Reports to: CFO

Revised Date: 3/29/22

Employment Status: Full-time 37.5 hours per week, at minimum

Comp Grade: 9

Work Hours: TBD based on business needs between the hours of 8AM – 5PM

FLSA: Exempt

Supervisory Responsibilities: N/A

Position Summary:

The Procurement Manager's key responsibilities are to be an effective management team member in maintaining the procurement system, so it functions for the best interest of the organization, while following "Best Practices". The Procurement Manager is the gate keeper of the procurement system, by participating in and overseeing the procurement system from pre-authorization planning to document control. The individual will have knowledge of Federal Circulars in relation to the different types of grant programs and procurement regulations and requirements; attend FTA and State trainings to maintain and update MART procurement policies and practices in accordance with Federal and State Procurement guidance.

Essential Functions/Position Responsibilities:

- Devises and utilizes effective sourcing strategies for increasing DBE participation
- Develops product and service supplier contact lists, as well as initiating business and organizational partnerships
- Negotiates with external vendors to secure advantageous terms
- Manages and controls the approval process for ordering goods and services
- Finalizes all details of purchase orders and deliveries
- Examines and tests existing contracts
- Participates actively with both the General Accounting Manager and Grants Manager to ensure capital items purchased with grant funds are correctly processed in the Purchase Order System
- Ensures compliance with FTA and federal procurement requirements on the part of agencies, consultants, contractors and subcontractors working under approved third-party contracts or inter-agency agreements
- Engages with the Capital Projects Team (Project Management, Grants, Finance and Procurement) to ensure grant funds are being expended properly
- Collaborates with key staff and managers to ensure clarity of the specifications for the product or service being procured, as well as for the expectations of the successful respondent
- Institutes and reviews policies and procedures to safeguard the integrity of the procurement system, as well as to ensure compliance with established policies and procedures

- Foresees alterations in the comparative negotiating ability of suppliers and contractors
- Controls spending and develops a culture of long-term optimization of savings on procurements

When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.

Qualifications:

- Bachelor’s Degree in Business Administration and/or Finance strongly preferred
- Minimum of 3-4 years related experience preferred
- Proficiency in Microsoft Office applications
- Reliable means to get to work

Skills:

- Excellent communication skills, written, verbal and effective listening
- Knowledge of sourcing and procurement techniques
- Negotiations and networking
- Good knowledge of supplier or third-party management software
- Aptitude in decision-making and working with numbers
- Experience in collecting, analyzing, and presenting data
- Must be able to multi-task
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Strong leadership capabilities

Working Environment and Physical Demands

Works primarily in a typical, climate controlled office environment.

PHYSICAL REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Ability to work closely with diverse group of people				X
Regular, predictable attendance				X
Ability to sit for extended period (Sedentary Work)				X
Use of hands and fingers to operate telephone and computer Typing/Data Entry/Computer				X
Moderate noise		X		
Hearing				X
Dusty Environment		X		
Exposure to Fumes/Odors	X			

Exposure to Heat/Cold Temps		X		
Climbing Stairs		X		
Walking	X			
Stress				X
Standing		X		
Stooping		X		
Bending		X		
Twisting Neck			X	
Climbing Ladder	X			
Reaching/Pulling/Pushing	X			
Lifting 10 lbs. or less		X		
Lifting 40 to 50 lbs.	X			
Driving		X		
Specific Vision Abilities- close vision due to computer work				X
Color Vision – Ability to identify and distinguish colors				X
COGNITIVE REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Communication Oral				X
Communication Written				X
Interpreting Skills				X
Implementing		X		
Evaluating				X
Organizing				X
Consulting			X	
Analyzing				X
Presenting		X		
Supervising			X	
Ability to Deal with Stressful situations				X
Ability to Deal with Trauma, grief, death	X			
Ability to deal with Public Contact			X	
Decision making		X		
Work with Others				X
Work Alone			X	
Concentration				X
Comprehend and follow instructions				X
Relate to Others				X
Influence Others		X		

Perform complex or varied tasks			X	
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Special Comments:

Manager Approval: _____ **Date:** _____

Human Resources Approval: _____ **Date:** _____

Printed Employee Name: _____

Employee Signature: _____ **Date:** _____