

## **PUBLIC TRANSPORTATION PROCUREMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and technical work primarily involving responsibility for the development, negotiation, and administration of contracts for professional services, technology, and goods and services, especially as they pertain to public transportation. In addition, an employee may be assigned special projects and other administrative responsibilities. The work is performed under the general supervision of the Rockland County Director of Purchasing and supervision may be provided to staff engaged in purchasing-related functions. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and administers public transportation procurement processes by reviewing Rockland County Department of Transportation requests for the procurement of equipment, goods, and services, including consultants, etc., by analyzing procurement requirements and methods of procurement, recommending improvements to work statements and specifications, making recommendations regarding types of contracts, gathering and evaluating information regarding public work, wage and bonding, and other requirements;

Acts as liaison to public transportation staff and administrators to identify and clarify procurement requirements, including but not limited to scope of work and specifications, evaluation criteria, pricing schedules, procurement processes, contract provisions, insurance and bonding requirements, etc.;

Negotiates contracts, including prices, terms and conditions, modifications, and change orders, and develops negotiation strategies, as assigned;

Assists with the administration of grant programs by preparing and filing federal and New York State grant applications, as assigned, monitoring public transportation grant programs to ensure compliance and effectiveness, reviewing and preparing reports regarding federal and New York State public transportation regulations and grant requirements, preparing progress reports, identifying potential funding sources, etc.;

Researches and prepared a variety of contract-related documents for the Director of Purchasing, as assigned;

Coordinates and participates in bid and proposal evaluation processes by evaluating bids and proposals, interviewing firms in order to identify finalists, developing procedures for evaluating businesses and consultants, etc.;

Administers contracts in order to ensure compliance with contractual requirements (e.g., deliverables, schedules, quality, cost, insurance), Department of Public Transportation policies, New York State and federal laws and regulations, and identifies non-compliance and recommends remedies;

Interprets contractual provisions, as needed, and provides guidance to staff regarding contract provisions;

Reviews and processes change orders in accordance with contractual requirements;

Coordinates and participates in invoice payment procedures and monitors payroll payments, in order to ensure timely payments to vendors and comply with payment requirements;

Develops and revises documents such as solicitations, contracts, letters, forms, manuals, etc.;

Develops and implements procedures for new and existing procurement programs and projects.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of various federal and New York State contract requirements as they pertain to federal transit administration; good knowledge of the principles, practices, and techniques of purchasing/procurement in the public sector, especially as they pertain to public transportation; good knowledge of contract development and monitoring in the public sector; good knowledge of County of Rockland public transportation programs and policies\*; ability to communicate effectively, both orally and in writing; ability to prepare a variety of reports; ability to comprehend and interpret moderately complex written material, especially as it pertains to public transportation regulations and requirements; ability to establish and maintain cooperative relations with others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and three (3) years of technical or professional (non-clerical) experience as a purchaser, buyer, or comparable and one (1) year of business or management experience (non-clerical) in a public transportation setting.

**NOTE:** Additional years of the required experience may be substituted for college on a year-for-year basis up to four (4) years.

\*To be demonstrated during the probationary period.