

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB POSTING – #2023-16

**CLOSING DATE: OPEN UNTIL FILLED**

**Job Title:** Procurement Coordinator

**FLSA Status:** Non-Exempt

**Work Location:** 602 N. Staples

**Department:** Contracts

**Reports To:** Director of Procurement

**Pay Grade:** 20 **Salary:** \$23.50-\$38.32  
(Min-Max)

**Work Schedule:** Mon-Fri 8 am – 5 pm

**General Summary:** Under the direction of the Director of Procurement works to accomplish a variety of complex procurement analyses, solicitations, and support for the agency. These functions are accomplished by assisting in the development of solicitation packages for procuring materials/supplies, professional, architectural, and engineering services, analyzing projects and scopes of work to best determine the best solicitation approach, and implementing that approach from inception to the execution of a contract and/or agreement.

**Essential and Marginal Job Functions:** Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Prepares and develops Requests for Quotes in accordance with CCRTA's Procurement Policy and Manual, federal, state, and local laws and regulations governing competitive buying and cost-containment principles.
- Prepares, reviews, and issues agreements in accordance with CCRTA's Procurement Policy and Manual, federal, state, and local laws and regulations governing competitive buying and cost-containment principles.
- Primary contact during the solicitation process between the CCRTA and bidders/proposers from initiation to award and execution of all agreements.
- Coordinates multiple projects in various solicitation stages, facilitates the award, issuance, and execution of agreements; ensures vendors are in compliance with required insurance(s), and verifies contractors' licenses.
- Assures compliance with CCRTA policies and procedures including the CCRTA's Procurement Policy and Manual, and federal, state, and local laws and regulations governing competitive buying and cost-containment principles.
- Participates in public outreach events, as needed, to enhance participation of DBE suppliers and to educate the public on how to do business with the CCRTA
- Assists internal CCRTA employees by providing advice and guidance in all phases of the formal solicitation process, small purchase, and purchase order process.
- Maintains Procurement files, including but not limited to contracts, agreements, purchase orders, and small purchase orders
- Maintains an exemplary attendance record.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Maintains confidentiality regarding all CCRTA-related business information and personnel issues.
- Performs other duties as assigned.

*It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.*

**Qualifications:**

- Methods and techniques of preparing and evaluating bid documents.
- Knowledge of procurement rules and regulations.
- Thorough knowledge of all steps of contracting administrative processes and procedures from initiation to expiration, including renewals, amendments, change orders, contract modifications, and terminations; excellent verbal and written communication skills;
- Required working knowledge of Microsoft Office and its applications and Adobe.
- Correct English usage, spelling, and vocabulary;
- Demonstrated interpersonal skills suitable for knowledgeable, effective, and courteous interaction with the general public, vendors, and co-workers;
- Advanced personal computer knowledge; thorough knowledge of grammar, spelling, business math, office practices, and administrative procedures; and
- Good organizational and time management skills; must be detail-oriented.

**Abilities:**

- Requires demonstrated initiative and an ability to meet strict deadlines;
- Effective office administration practices;
- Communicate effectively verbally and in writing with an emphasis on clarity of expression;
- Correct English usage, spelling, and vocabulary.
- Willingly foster a positive work environment;
- Provide service in a courteous and professional manner;
- Exercise independent judgment and responsible decision-making;
- Understand and follow oral and written instructions;
- Work effectively in a team environment;
- Comply with CCRTA policies and procedures, and federal, state, and local contracting laws and regulations;
- Maintain a dependable attendance record;
- Hold high ethical standards;
- Be able to prioritize projects when multi-tasking.

**Skills:**

- Demonstrate executive functioning skills;
- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, scanner, and shredder;
- Type at a speed necessary for successful job performance;
- Demonstrate excellent interpersonal relationship and teambuilding skills;
- Demonstrate problem-solving skills

**Experience and Training Requirements:**

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Business, Public Administration, or related area.
- **Experience:** Minimum three (3) years of related work experience.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for the position to operate CCRTA vehicles.
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen, and background investigation.

**Working Conditions and Physical Requirements:**

Works primarily in a typical, climate-controlled office environment. An average amount of extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activities include but are not limited to, sitting, standing, and walking activities. Essential & marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 20 lbs.

*CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V*