

**Job Title:** Procurement Specialist  
**Department:** Finance  
**Reports to:** CFO  
**Effective Date:** 04/09/2024



*Coast RTA provides reliable transit service to our growing, diverse, and visiting community to make life's important connections. Coast employees must promote Sunshine Service to all internal and external customers including the community at large.*

**Job Summary:**

The Procurement Specialist is to perform all aspects of the purchasing process such as preparing bid documents, procurement summaries, contracts, and modification documents for vehicles, technology, professional service, construction, equipment and materials and supplies according to specifications, procurement policy, and funding source requirements.

**Duties/Responsibilities:**

- Prepare RFP's and invitation for bid documents for professional services, routine services, and other transit related procurements;
- Ensure proper use of appropriate federal, state and local clauses and certifications;
- Oversee pre-bid/proposal conferences, public bid and proposal openings, and determines responsiveness and responsibility;
- Oversee, but will not participate in, proposal scorings and tabulations;
- Issue award notifications and notices to proceed;
- Determine fair and reasonable pricing, in relation to independent cost estimates with price/cost analysis;
- Pursue new vendor relationships for competitive procurement opportunities;
- Assist GM and/or Board in contract development
- Pursue grant opportunities and works with staff on budgeting and grant preparation, including grant management;
- Maintain fixed assets, including additions, disposals and monthly reconciliations;
- Renew all Authority Insurance policies annually, to include any additions and deletions as needed;
- Update and prepare triannual Title VI program, handle any ongoing complaints, findings and reporting;
- Update and prepare triannual Disadvantaged Business Enterprise (DBE) program, assist GM with triannual DBE goal development;
- Perform DBE usage reporting to appropriate authorities and seek ongoing use of DBEs with Authority procurements.
- Experience with Federal Grant writing is a plus.

**Required Skills/Education & Experience:**

- Bachelor's degree in Business Administration, Marketing, English, Journalism or Communications;
- 1 year of procurement and/or grant writing experience, preferably in a public agency;
- Experience with Transit Awards Management System (TrAMS) and SCDOT Grants Management System (GMS)
- Working knowledge of Title VI and DBE regulations
- Able to learn new and constantly changing regulations;
- Excellent communication skills, both written and verbal;
- Highly organized and detail oriented;
- Proficient in Microsoft Office Suite, Outlook, Google;

**Physical Requirements (Maintenance and Drivers only):**

*Coast RTA promotes "Sunshine Customer Service to all constituents, including but not limited to all internal and external customers including the community at large.*