

SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY

JOB TITLE: Procurement, Purchasing and Diversity Specialist

DATE UPDATED: 4/5/23 **DESCRIPTION NUMBER:** 74093v1

REPORTING STRUCTURE: The Specialist reports directly to the Project Executive and takes assignments from Executive Director and CFO.

EXEMPTION STATUS: Exempt

GENERAL: The Procurement, Purchasing and Diversity Specialist (“Specialist”) is responsible for procurement and purchasing process, MBE/WBE program and other project-related tasks as assigned.

DUTIES AND RESPONSIBILITIES: Main areas of responsibilities include but are not limited to the following:

- Procuring or coordinating the procurement of architectural and engineering services, construction services and related goods and services required by the Authority community meetings, design review, construction oversight and related tasks.
- Prepare, contribute or edit technical and complex specifications, contracts and solicitation documents, including all related research and analysis
- Prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and other solicitations
- Research cooperative or on-call contracts for identified needs
- Schedule and conduct pre-bid and pre-proposal conferences
- Coordinate and facilitate activities of selection committees
- Recommend lowest, responsive, responsible bidders; most advantageous, best value or most qualified on RFP's; most qualified on RFQ's;
- Review requisitions and confer with source regarding requirements, specifications, quantities, quality and delivery;
- Engage with consultants, contractors and suppliers in order to acquaint the with procurement policies and procedures and to obtain information on required products and services;
- Provide guidance, assistance and information related to the procurement procedures and documents to project managers, construction inspectors and other internal customers;
- Work with Project Accountant on vendor management and contracts in accounting software.
- Maintain the integrity of the procurement process using the Authority's Procurement Manual;
- Prepare and maintain accurate records and documentation on all solicitations, responses, task orders, purchases, contracts, correspondence and related documents;
- Maintain document logs;

- Review and track MBE/WBE information for Authority projects, track City's Equal Opportunity Review Commission (EORC) approvals, and represent Authority at MBE-WBE meetings as needed.
- Assist bidders and proposers as primary contact with MBE/WBE companies to maximize participation with prime and subcontracting on all construction and professional service contracts.
- Oversee efforts to assist contractors in providing employment opportunities for minorities and women.
- Assist with SEA, Stadium Authority and Sports Commission Board meetings preparation.
- Additional duties as assigned.

QUALIFICATIONS: This position requires a bachelor's degree and 4 years full-time work experience in local government, facilities or construction management, procurement or related fields. Specialist must demonstrate excellent computer and writing skills. Specialist must demonstrate ability to manage multiple tasks, meet deadlines and timeframes and be flexible with different types of assignments. Specialist must have a strong work ethic and be willing to accept any assignment from the Executive staff.

SUPPLEMENTAL INFORMATION:

- Professional certification such as Certified Professional Public Buyer (CBBP), Certified Purchasing Professional (CPP);
- Construction office experience to include knowledge of construction and professional services terminology;
- Considerable knowledge of business practices related to public purchasing;
- Good knowledge of mathematics to perform computations, and collect and analyze values;
- Demonstrated experience successfully managing construction procurement processes in a public sector environment;
- Knowledge and experience in various project delivery methods such as Design/Build, Design/Bid/Build, and Construction Management at Risk;
- Ability to read, interpret, explain and properly apply procurement rules, regulations, policies and procedures;
- Ability to create relationships with MBE/WBE firms and mentor MBE/WBE firms on process of certification.

SKILLS AND ABILITIES:

- The Specialist must be professional when interacting with Executive staff, Board Members, and the general public.
- Specialist must demonstrate ability to negotiate with contractors, vendors, professional service firms, and with assistance of the staff attorney, develop necessary documentation; research and analyze various market data; create and deliver reports and/or presentations to Executive staff and/or stakeholder groups, and delegate assignments to staff, oversee that work and follow-up to conclusion.

- Technical skills required include knowledge of standard software applications such as Microsoft Office and Project Management software.

**OTHER: MUST BE WILLING TO RELOCATE TO ALLEGHENY COUNTY
ONCE HIRED AND MUST BE FULLY VACCINATED FOR COVID 19**

WORKING ENVIRONMENT/CONDITIONS:

- Office location not remote position
- M- F, 8:00 am to 5:00 pm
- 40 hours per week

Please email resumes and cover letters to hr@pgh-sea.com