

SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY

JOB TITLE: Procurement and MBE/WBE Specialist

DATE UPDATED: 7/29/25 **DESCRIPTION NUMBER:** 74093v2

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

EXEMPTION STATUS: Exempt

GENERAL: The Procurement and MBE/WBE 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
- Prepare, contribute or edit technical and complex specifications, contracts and solicitation documents, including all related research and analysis
- Prepare and analyze competitive sealed bids, proposals, requests for quotations and other solicitations
- Schedule and conduct pre-bid and pre-proposal and coordinate and facilitate activities of selection committees meetings

- Review purchase orders and requisitions; confer with source regarding requirements, specifications, quantities, quality and delivery;
- Engage with consultants, contractors and suppliers in order to acquaint them with procurement policies and procedures;
- Provide guidance, assistance and information related to the procurement procedures and training project managers;
- Work with accounting department on vendor management and contracts in accounting software; maintain database of bidders and procurement procedure manual.
- Review and track MBE/WBE information for Authority projects, 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 certifications such as Certified Professional Public Buyer (CBBP), Certified Purchasing Professional (CPP) are preferred;
- Construction office experience to include knowledge of construction and professional services terminology and project delivery methods;
- 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;
- 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 with assistance of the staff attorney; research and analyze various market data; create and deliver reports and/or presentations to Executive staff and/or stakeholder groups.
- 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

WORKING ENVIRONMENT/CONDITIONS:

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

Salary is negotiable

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