



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

PROCUREMENT & CONTRACTS ANALYST OPEN COMPETITIVE RECRUITMENT

APPLICATION DEADLINE: 5:00 P.M. TUESDAY, JUNE 1, 2021

SALARY RANGE: \$28.74 - \$42.23 depending on qualifications.

APPLICATION INFORMATION: **The supplemental questionnaire is on the second page of this document.** Please **submit a resume, RTC application and the supplemental questionnaire** using the following link to the RTC employment application:

<https://www.rtcwashoe.com/about/employment-application/>

no later than Tuesday, June 1, 2021 5:00 P.M (PST).

THE REGIONAL TRANSPORTATION COMMISSION (RTC) OF WASHOE COUNTY, NEVADA an integrated transportation agency that serves as the Metropolitan Planning Organization (MPO), transit authority, and street and highway construction agency invites applications for the position of Procurement & Contracts Analyst. The Analyst is responsible for performing a full range of professional level duties for the procurement of supplies, equipment and services, and will assist with compliance to state and Federal programs and labor standards. The successful candidate must be proficient in managing multiple projects and possess a positive attitude. Essential responsibilities and duties may include, but are not limited to, the following:

- Coordinates purchasing processes; solicits formal bids, requests for proposals, request for quotes and related bid documents; distributes and maintains list of bidders; attends pre-bid and other meetings as required.
- Coordinates contracts and purchase agreements with vendors, and administers final approval process for purchases; responds to inquiries regarding purchasing issues.
- Researches and expedites purchases of supplies, services and equipment; resolves problems encountered with departments and vendors; tracks the status of purchases; assures product quality is commensurate with specifications.
- Provides contract oversight and advice on technical procurement processes and procedures; reviews and evaluates contracts and proposals; participates on technical review panels as required.
- Assists in the administration of state and Federal labor standards, including Davis-Bacon prevailing wage rates, and programs for disadvantaged business enterprises; investigates work site activities as needed; assures compliance with policies and procedures, and other state and Federal regulations.
- Establishes and maintains good relations with vendors, contractors, and regional government agencies; maintains product and service information on vendors; monitors payrolls and investigates complaints as required; audits files to assure compliance with state and Federal requirements.



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Minimum Qualifications: Bachelor's Degree in Business or Public Administration; and three (3) to five (5) years of purchasing and contracts administration experience OR an equivalent combination of education and experience that provides the required knowledge and skills. **Preferred qualifications:** Experience with disadvantaged business enterprises (DBE) preferred.

Benefits include: NV Public Employees' Retirement System – 100% agency paid; Medical, dental, vision, life and long-term disability insurance; Generous vacation, sick, and personal leave. Previous years of relevant experience will be considered for vacation leave accrual. Nevada does not have a state income tax, and we do not participate in Social Security.

SUPPLEMENTAL QUESTIONNAIRE RESPONSE

On a separate sheet(s) of paper, please answer each of the following questions. **This information MUST accompany the completed RTC application form.** Submission of your answers to the following questions is **MANDATORY**, and your application WILL NOT be considered without them. **Lack of experience in a particular area may not necessarily bar you from continuing in the process.** For questions 1-2, please indicate the name of the company, your position, and the name and telephone number of someone we can contact to verify the information.

1. Please describe your experience with technical procurement processes and procedures.
2. Please explain your experience with programs for disadvantaged business enterprises and Davis-Bacon prevailing wages.

ABOUT THE PROCESS: Applications will be evaluated to determine those candidates whose background and experience most closely meet the agency's needs. The most qualified candidates will be invited to participate in the next phase of the examination process, a panel interview, which may include assessment exercise(s), to demonstrate possession of required knowledge, skills and abilities.