



CONTRACTS REVIEW ANALYST

\$4229 - \$5909 per mth - Plus Great Benefits

Apply Immediately – Recruitment may be closed at any time without further notice

THE JOB – Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California, is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. We are searching for a high energy professional, who thrives in a team-oriented setting. The selected Professional will be charged to develop, implement, negotiate, and administer the Agency's contracts for goods and services. The duties may include, but not limited to, the following:

- Purchases materials, supplies, and services for Omnitrans according to specifications and requirements utilizing small purchase procedures under \$100,000.
- Interviews and selects vendors, obtains and compares price quotations, makes releases against purchase agreements, and awards contracts for non-bid and informally bid items
- Ensures purchase orders protect agency's interests and uphold policies and procedures.
- Develops understanding of internal customer's budgeting needs and procedures; provides pricing estimates for line items.
- Reviews requisitions for funding availability and account code accuracy.
- Negotiates and issues basic contracts and purchase orders; prepares basic contract amendments, revisions, and close-outs.
- Determines or recommends award of bids.
- Reviews and assesses scopes of work and specifications; prepares Requests for Quotations (RFQs) and Invitations for Bids (IFBs); evaluates bids and quotations; participates in evaluation committee meetings and may conduct vendor interviews.
- Analyzes purchasing history of inventory parts, goods, and services and reviews the reorder reports and forecasting tools with the Material Supervisor.
- Develops or assists in developing standard contractual terms and conditions to protect the best interests of the Agency and comply with funding sources requirements.
- Writes correspondence to ensure compliance with contractual obligations, and answers contract related questions.
- Supports, assists, and meets with Directors and/or staff in effective implementation of contracts within applicable regulations and requirements.

THE QUALIFICATIONS - The successful team player will possess an Associate's degree (A.A.) in a closely related field, and three years related experience in contracts or purchasing administration or any equivalent combination of education and experience. The successful Candidate will possess the knowledge of federal and state public transportation regulations and laws applicable to contracts and procurement. They will also have the ability to write technical specifications, contract terms and conditions, conduct public procurements, evaluate procurement responses, recommend contract awards and administer contracts; negotiate contracts; interpret and apply contract principles to proposals or current contracts; read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations; write reports, business correspondence and procedures; and effectively present information and respond to questions from groups of managers, clients, customers and the general public. The successful individual must also be familiar with current business operating systems, software and programs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

THE SELECTION PROCESS - Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only the most competitively qualified candidates will be invited to participate in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. Only those applicants who most closely meet the needs of the Department will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. The process also requires a background/criminal investigation and pre-employment physical examination with drug screening. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment. Further information and applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 909/379-7260 or visit our website at: <http://www.omnitrans.org/about/jobs.asp> EOE/AA