



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

## Procurement & Contracts Manager

**Position:** Procurement & Contracts Manager  
**Reports to:** Program Director  
**Compensation Range:** \$100,000 - \$135,000  
**Application Deadline:** Friday, May 3, 2024

### Join Our Passionate Team of Transit Professionals

The Procurement and Contracts Manager position is a critical administrative position for a rapidly growing transit-focused regional public agency. This position will be responsible for managing organizational-wide procurement processes to ensure compliance with federal and state procurement policies and the agency's own procurement policies and procedures. This position will manage the agency's contracts for compliance with funding partner policies and overall contract adherence, include procurement and contract responsibilities associated with the QLINE streetcar, which is transferring ownership from M1 Rail to the RTA.

We seek a candidate with experience across multiple business functions of a government agency, from procurement to contract management, financial management, and regulatory compliance. You will report to the Program Director. You will work closely with the Executive Director, the Planning & Innovation Director and the External Affairs Director, financial contractors, and legal contractors to ensure fair competition for vendors, bidders, and disadvantaged business enterprises (DBEs) including minority and women owned small businesses. You will help deliver mission-critical program delivery support to the team, the RTA's board of directors, and regional stakeholders.

You will join a team of passionate, dedicated, and authentic leaders committed to enhancing regional transit across Metro Detroit's communities, connecting people to where they need to go. This position is hybrid, in-person, 2-3 days a week, located in Downtown Detroit, and works from home.

### What We Do

RTA plans, funds, coordinates, and accelerates regional transit services, projects, and programs in Southeast Michigan, which comprises all of Macomb, Oakland, Washtenaw, and Wayne Counties, including the City of Detroit. Within these roles, RTA is responsible for leading regional transit planning, developing, and implementing new services, allocating federal and state funding to transit service operators, and securing new regional funding sources for public transit. In addition, the RTA is in discussions with M1 Rail to transfer the ownership and operation of the QLINE streetcar and all its assets and liabilities to the operations at the RTA.

Serving a unique role in the region, RTA pools resources and generates ideas to solve decades-long public transit challenges in Southeast Michigan and tackles difficult shared problems that riders have identified as deficiencies in the regional network. By plugging these gaps, RTA advances transit as a more equitable, reliable, and inviting mode of transportation for all people in the region and paves the way for future shared mobility developments.



## Primary Responsibilities

### Procurement & Contracts (50-65%)

- Provides consultation and technical assistance to staff on routine and complex, large-scale public procurements and liaises between staff and legal counsel on procurement matters.
- Schedules, coordinates, and facilitates meetings related to procurement. Creates formats for group discussion and evaluation. Facilitates problem-solving.
- Advises on the scope of services development, negotiation of terms and conditions, preparation of contract solicitation documents, scheduling procurements, administering contract communications, monitoring procedures, and reviewing change orders.
- Ensures compliance with contracting statutes and state and federal policies and procedures.

### Regulatory (10-15%)

- Support RTA procurement processes with Directors to ensure compliance with agency and Federal Transportation Administration (FTA) policies and procedures including Disadvantaged Business Enterprise (DBE) and Title VI.
- Supports Program Director with FTA Triennial Review preparation and execution.

### Administration (10-15%)

- Supports the development, amendment, and implementation of internal workflow, policies and procedures.
- Tracks vendor invoices and contract budgets and provides timely updates on the need for contract adjustments, renewals, or other necessary changes.
- Manages BidNet account; uploads RFP documentation and responds to vendors.
- Performs other job-related duties, as requested.

## Knowledge, Skills, and Abilities

- Organizational and management practices as applied to the analysis and evaluation of purchasing and contracts programs, policies, and operational needs.
- Vendor negotiation and dispute management.
- Sources of federal, state, and local funding used for organization programs; funding practices of federal, state, and local grant agencies.
- Principles and practices of budget preparation and administration.
- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of resources.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to the work performed.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization goals.
- Learns and adapts to new cloud-based (SaaS) tools.
- Ability to work in a fast-paced and resource-constrained environment.



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- Ability to handle confidential materials and knowledge with care.
- Ability to work independently and as part of a team.
- Ability to communicate effectively across various audiences.

### Minimum Education and Experience

- Bachelor's degree from an accredited four-year college or university. Experience can be substituted for education.
- Seven to Ten (7-10) years of professional-level experience in procurement and/or contract management.
- Foundational financial and accounting skills. We encourage candidates with more experience, and we will adjust compensation accordingly.
- Strong organizational and project management skills
- Experience using M365, Microsoft Word, Excel; Quickbooks; Adobe Pro (forms) and Zoom, Asana, or similar project management tools.

### Preferred Experience

- Experience in a transit agency preferred.
- Experience with federal or state contract and procurement processes and procedures.
- Experience with FTA and MDOT procurement procedures, compliance, and administrative practices.

### Benefits

- Paid-time off, holidays, health care, dental, vision, retirement plans, medical and parental leave, transit passes, parking, and employee development.

### How to Apply

Send your resume and cover letter to [admin@rtamichigan.org](mailto:admin@rtamichigan.org) with the subject line: Last Name, First Name: Procurement & Contracts Manager Application. Please indicate in your email where you learned of this opportunity. **Application deadline: Friday, May 3, 2024**

### Equal Employment Opportunity

The RTA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The RTA complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### At Will Employer

Employment with the RTA is voluntary and is subject to termination by management at will, with or without cause, and with or without notice, at any time. Nothing in this notice shall be interpreted to be



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in conflict with or to eliminate or modify in any way the employment-at-will status of RTA employees. The only exception to this policy is a written employment agreement approved at the discretion of the RTA Board of Directors.