



POSTING DATE:
September 9, 2019

Saginaw Transit Authority Regional Services (STARS) is a public transportation system for the urbanized Saginaw area, which travels about 1.2 million miles per year. STARS provides basic transportation needs and is an important partner in economic development. STARS also serves as an effective tool for mobility-challenged citizens. It is the MISSION of STARS to provide safe, efficient, dependable, and affordable public transportation for ALL citizens of Saginaw.

Position: **Procurement and DBE Compliance Officer**

General Summary:

The Procurement and DBE Compliance Officer is responsible for ensuring Authority compliance with all internal, Local, State, and Federal procurement and Disadvantaged Business Enterprise regulations and guidelines. This position reports directly to the Chief Financial Officer.

Essential Job Functions:

1. Directs the overall procurement operations of STARS, especially related to small and large procurements as defined by STARS Procurement Policy and written procedures as well as all State/Federal guidelines.
2. Write and issue Invitation for Bids and Request For Proposals as required by STARS' purchasing policy
3. Review all grant purchase requests, secure approval for purchase, and retain file of all paperwork related to justification, request and approval
4. Reviews proposals/bids and awards third party contracts.
5. Ensures all procurements have complete documentation as required by Local/State/Federal guidelines.
6. Oversees project milestone data collection for required State and Federal reporting.
7. Performs vendor site visits when necessary to ensure project quality, adherence to specifications, and awarding DBE Contract
8. Represents STARS at conferences, classes and equipment shows relating to procurement and services as needed.
9. Participates in short-term and long-term planning of capital budgets.
10. Oversees AE and CM firms on major capital projects as acting STARS Project Manager for major capital projects.
11. Ensures all MDOT/FTA major capital reporting requirements are met.
12. Receives and codes vendor invoices related to purchases made.
13. Maintain file of possible vendors and seek out and interview perspective vendors, including DBE vendors
14. Ensures that STARS DBE program, internal contracts, and procurement procedure is narrowly tailored in accordance with applicable law.
15. Ensures that only firms fully meeting the eligibility standards are permitted to participate as DBEs.
16. Assists the development of firms that can compete successfully in the marketplace outside of the DBE program.
17. Provides appropriate flexibility to recipients of Federal Financial Assistance in establishing and providing opportunities for DBEs.
18. Conducts self-assessment audits, semi-annual reporting, and three-year goal setting.
19. Maintain a file of purchase orders to DBE vendors and documentation of requests for quotation from DBE vendors

Reports to: Chief Financial Officer

Qualifications:

1. Bachelor's Degree with a major in any business related or technical field, or any combination of education and experience that provides the knowledge, skills and abilities required to perform the duties of the Procurement and DBE Compliance Officer will be considered to meet the minimum qualifications for this position.
2. Position requires no less than three years of management experience, preferably in governmental procurement.
3. Must be able to communicate effectively and represent STARS at meetings with knowledgeable officials.
4. Submission of at least one writing sample.

Closing Date: September 23, 2019

Examination/Screening: Selected candidate will be required to successfully complete a drug screen, physical examination, and background check.

Applications: Candidate submissions and inquiries should be directed to:

Deverett Jasper, Human Resources Manager
djasper@saginaw-stars.com

-OR-

In person/Mail: STARS 615 Johnson St. Saginaw, MI 48607
Fax: 989-753-7470

STARS is an Equal Opportunity Employer