**Transportation Contract and Procurement Specialist I/II**

Post Date:     April 6, 2022

Closes:          The position is open until filled.
Status:           Full-time, Exempt.
Salary:           Level 1: Grade 26 $44,092.05 – 66,138.07

Level 2: Grade 30 $53,594.16 – 80,391.24, depending on qualifications
Location:       Maricopa Association of Governments, downtown Phoenix, Arizona.

**The Position**

The Maricopa Association of Governments is seeking a detail- and team-oriented professional to support contract and procurement activities in the Transportation Policy and Planning Division. The primary duties of this position will be providing support in preparing solicitations for professional services, assembling draft contracts and associated documentation with contractors, managing and monitoring invoicing activities, and coordinating with the Fiscal Services Division.

Other duties include, but are not limited to:

* Reviewing consultant invoice and expenditure submissions.
* Preparing consultant payment request documentation for review.
* Monitoring consultant contract progress and compliance.
* Reviewing consultant Disadvantaged Business Enterprise forms.
* Coordinating with and assuring consultant adherence to contract and invoicing provisions.
* Assembling contract amendments for review.
* Preparing cost analysis research and documentation.
* Providing staff support for solicitations (e.g., meeting coordination, pre-proposal conferences, preparing summary notes, documenting evaluation process, etc.)
* Building and maintaining effective working relationships with team members, the consultant community and other divisions.
* Monitoring and conducting internal quality process improvements.

**The Candidate**

The ideal candidate will be highly organized, able to work independently, be detail-oriented, and at ease in a dynamic work environment. The candidate should have excellent oral, written, and interpersonal skills. Knowledge and experience of the following is required:

* Microsoft Office suite—with a high proficiency in Excel.
* Federal and Arizona state contracting and qualifications-based selection processes; experience in architectural, engineering and transportation-related professional service contracts preferred.
* Fundamentals of contract management, funding rules, regulatory processes, etc.

Critical thinking and a keen interest in finding ways to do better are a necessity for the position. The ideal candidate will be team-oriented, eager to support technical project staff, and willing to recommend and implement procedural changes to improve accuracy, consistency and efficiency in operations.

**Experience and Education**

Three (3) years of progressive experience, or one (1) year experience and a Bachelor’s degree in business administration, finance, accounting or related field.

**About MAG**
The Maricopa Association of Governments is a regional planning agency that develops solutions in areas such as transportation, air quality, economic development, and programs that meet the human needs of the region. MAG is a council of governments and the designated metropolitan planning organization for transportation planning.

MAG serves a thriving region of more than 4 million people. Our members include 27 cities and towns, three Native American communities, Maricopa County and Pinal County. Our planning area encompasses nearly 10,000 square miles. MAG conducts extensive applied research to help frame public policy and further our core mission of strengthening the Greater Phoenix region. Through innovative tools, we make data accessible to the public for a broad range of uses.

**To Apply:**

 To view all position vacancies, please visit our Jobs Page at: [**http://azmag.gov/Jobs-RFPs-RFQs/Jobs-at-MAG**](http://azmag.gov/Jobs-RFPs-RFQs/Jobs-at-MAG)

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" button at the top right hand corner of each position. Please read and follow the instructions on the application page. Your application will be considered “in process” until you complete it and hit the “Submit” button.

All applications must be submitted through our online application system. It is important that your application show all the relevant education and experience you possess. Do not type "see resume" in these fields. Applications may not be considered if incomplete.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

The Maricopa Association of Governments is an Equal Opportunity Employer. During the selection process any applicant requiring accommodation for a disability should advise the Human Resources Department.