

Job Title: PURCHASING AGENT / ASSISTANT TO THE CONTRACT MANAGER
(Engineering III)

Position Scope/Objectives:

The Traffic Operations Purchasing Agent conducts various activities to ensure the proper purchase of ITS equipment, software, and other services for the District Five Traffic Operations team, following all relevant FDOT policies and procedures. This position will assist the Contract Managers with ensuring compliance with contract terms, including conducting QC meetings and audits, as well as assist with invoices.

Primary Duties and Responsibilities

- Receive purchasing requests from FDOT and in-house staff
- Send out Request for Quote (RFQ) to relevant vendors for specific purchases
- Research/Coordinate purchasing alternatives, as needed, to ensure procurement policies are carried out correctly
- Maintain and verify the Traffic Ops budget for current and future Fiscal Years (FY)
 - Conduct regular meetings with Traffic Ops leadership on budget, current expenditures, and anticipated expenditures
- Coordinate with Procurement Office staff to successfully purchase equipment, software, and other services
- Develop Invitation to Bid (ITB), Invitation to Negotiate (ITN), Request for Proposal (RFP), and other procurement documents, in close coordination with Traffic Ops and Procurement Services staff
- Manage and maintain JIRA Work Management *Purchasing* board
 - Primary means of tracking purchases from conception to closeout
- Ensure approvals are carried out correctly via JIRA Work Management *Purchasing* Board
- Facilitate any public records requests per FDOT policies and procedures
- Operations Contract QC meetings
- Assist with maintenance contract invoicing and invoice review
- Conduct monthly maintenance meetings
- Support annual inventory process
- Review invoices from FHP and IRCS contracts
- Coordinate with Contract Specialists