



Access Services
PO Box 5728
El Monte, CA 91734
213.270.6000
accessla.org

POSITION AVAILABLE
PROCUREMENT/CONTRACTS ADMINISTRATOR
SALARY RANGE - \$62,000 TO \$103,000

Access Services, the designated administering agency for ADA paratransit in Los Angeles County, located in El Monte California, is seeking a Procurement/Contracts Administrator. Access Services oversees one of the largest paratransit programs in the United States with an annual budget in excess of \$177 million. In total, Access Services provides more than 3.6 million trips per year to more than 177,000 qualified disabled riders in a service area of over 1,950 square miles. The agency is also the Consolidated Transportation Services Agency (CTSA) for Los Angeles County.

POSITION

Reporting to the Manager of Procurement & Contract Administration, the Procurement/Contracts Administrator is responsible for handling large solicitations/service provider contracts plus some contract administration.

EXAMPLE OF DUTIES

- Manage the cradle-to-grave competitive solicitation projects of large, multi-year, complex procurements through formal solicitations such as RFP, RFQ, IFB, etc.
- Prepare Scope of Work, pricing/cost forms, independent cost estimates, etc.
- Administer/monitor existing contracts in accordance with the Scope of Work, schedule/timelines, deliverables, milestones, KPIs, etc.
- Provide strong internal and external customer relations/communication
- Negotiate contract terms and price
- Perform other duties assigned by the Manager of Procurement and Contract Administration

EXPERIENCE AND EDUCATION

- BA/BS degree from accredited college or university in business, public administration, social science, economics, finance, accounting, or similar discipline
- 10 years and up direct/verifiable experience in procurement, purchasing, supply-chain or contract/vendor management
- Experience with Enterprise Resource Planning (ERP) systems such as Oracle and SAP
- Experience with eProcurement systems such as Planet Bid, BidSync, Public Purchase, etc.
- Familiarity with FTA common grant rules/FTA Circular 4220.1F and Federal Acquisitions

Regulations

- Be detail-oriented, a problem solver with proven success in a high-energy environment while juggling multiple tasks with critical deadlines;
- At least 3 years' experience in government contracting/purchasing.
- Knowledge of MS Word, Excel, PowerPoint, Outlook and Access.

EQUAL OPPORTUNITY EMPLOYER

Access provides equal employment opportunities for all applicants and employees. Access does not unlawfully discriminate on the basis of race, color, religion, gender, family care status, marital status, Vietnam Veteran status, national origin, ancestry, citizenship, age, physical disability, mental disability, medical condition (including pregnancy, childbirth, or related medical conditions), sexual orientation or any other characteristic protected by state or federal law. Access makes reasonable accommodations for applicants and employees with disabilities, and prohibits the unlawful harassment of any individual as defined by state or federal law.

This notice is for information purposes only; it is not intended to be a job description. Position will be posted until filled. Please mail to: Access Services, Attn: Human Resources, P.O. Box 5728, El Monte, CA 91734, or fax to (213) 270-6051. Resumes may also be e-mailed to hr@accessla.org.