

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Contracts & Procurement Specialist	DATE: 10/22/2024
DEPARTMENT/TITLE OF SUPERVISOR: Finance/Chief Financial Officer	GRADE/LEVEL: 21 (Exempt)

Position Summary (Primary Function)

Responsible for the procurement and contracting functions of the Airport Authority, with emphasis on construction contracting and major equipment and supply acquisitions. This position develops procurement strategic objectives, policies, and cost-reduction initiatives. Also responsible for developing appropriate procurement contracts and documents as well as ensuring compliance with applicable acquisition regulations. Administers the risk management program and performs other duties as assigned by the Chief Financial Officer.

Responsibilities (Essential Functions)

- Prepare and review RFB, RFP, RFQ and contract documents for accuracy and compliance with policy guidelines
- Manage the competitive solicitation process
- Work with the Authority attorney to develop templates for standardized solicitation documents, contracts and other procurement agreements in accordance with all regulation and policy guidelines
- Develop or update policies as needed to meet all regulatory requirements
- Assist in preparation of grant applications for design/construction projects or equipment purchases
- Ensure compliance of grant provisions in contracts and throughout project completion
- Maintain database of qualified vendors and work with Co-operative Purchasing Agencies
- Work with other departments to assist with purchasing/contracting activities
- Make purchase recommendations based on research of specifications, price data and alternate products and vendors
- Implement procedures to ensure most cost-effective purchasing
- Negotiate service and supply contracts
- Monitor vendor and contractor compliance with terms of contracts and resolve issues
- Help coordinate the delivery of orders when necessary

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- Administer risk management program to include acquisitions of all the Authority's commercial insurance lines, reporting claims, maintaining records, and adjusting insurance with acquisition and disposition of equipment, property and other assets.
- Assist in required government reporting including the compliance with Disadvantaged Business Enterprise (DBE) programs
- Coordinate sale/disposal of surplus equipment
- Assist in preparation of the annual budget
- Assist in the annual external audit
- Assist with special projects and reports
- Perform other duties as needed or assigned

Education Requirements (Evaluation Factors: Skills, Education, Experience, Ability)

- Bachelor's degree in one of the following is preferred: Business Administration, Finance or a related field. Equivalent experience may serve in place of a degree requirement.

Experience Requirements

- 3-5 years' work experience in contract development, procurement or related experience.
- Experience with commercial insurance and/or claims processing, a plus.

Special Knowledge, Skills, and Abilities

- Proficiency in the use of Microsoft Office products

Supervisory Responsibility

- None

Licenses Required

- Must possess a valid driver's license or the ability to obtain if hired.

Latitude/Independent Judgment/Accuracy

- The Chief Financial Officer establishes workflow for the position.
- Diligence must be exercised when handling confidential information.



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- Must exercise reasonable care for Airport equipment.
- Responsible for own work, but must coordinate work with others and must be able to work without close supervision.

Working Conditions

- Physical Demand – Little physical effort required. Some lifting, carrying, walking, standing, pushing, pulling, stooping, and kneeling requirements necessary.
- Mental and/or Visual Demand – Mental and visual demands vary with function performed. Consistent mental attention needed to monitor workflow and respond efficiently.
- Must be able to drive to various locations on and off airport premises.
- Attention to detail and work procedure is essential and will reduce potential risk of minor injury in certain work areas.
- Exposed to normal office environment and limited normal industrial environment.

Other Requirements

- Must be able to complete and pass a background investigation as required by the Federal Government.

