

## Maricopa Association of Governments (MAG)

Position title: **Contracting and Procurement Project Manager**  
Post-date: August 19, 2021  
Closes: The position is open until filled.  
Status: Full-Time, Exempt  
Salary: \$56,273 – \$97,716 **(depending on experience and qualifications)**  
Location: Maricopa Association of Governments, downtown Phoenix, Arizona.

### **About MAG**

The Maricopa Association of Governments (MAG) is a group of local governments working together on issues that touch the lives of every resident. We are 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.

### **The Position:**

The Fiscal Services Division at MAG is seeking a bright, driven, team-oriented professional with a diverse skillset in contracting, procurement, and fiscal activities. The individual will be responsible for a full range of procurement functions including solicitation, analysis, evaluation, and negotiation of contracts. The individual will also be responsible for researching, interpreting, and implementing requirements associated with Code of Federal Regulations (CFRs) that govern Metropolitan Transportation Planning and Programming.

The ideal candidate should be comfortable and competent drafting and editing contracts and demonstrate excellent attention to detail. In addition to being an excellent communicator, the individual should possess in-depth knowledge of procurement regulations, contracts, agreements, and legal terminology. The individual should have experience developing and documenting procedures, analyzing problems and designing effective solutions and process improvements, as well as have the ability to effectively manage time and provide quality customer service.

### **Responsibilities:**

- Complete contract management inclusive of procurement, negotiation, budget development, execution, amendments, and terminations in accordance with Federal Transit Administration, Federal Highway Administration and Arizona Department of Transportation terms and MAG's procurement policy.
- Prepare and distribute Requests for Proposal (RFP), Requests for Qualification (RFQ), Requests for Information (RFI), and other solicitations and related documents consistent with the company's procurement policies and procedures as well as applicable federal and state guidelines.
- Conduct bid openings and review sealed bids for compliance with general conditions, certifications, conflicts of interest, and other applicable requirements and submittals.
- Ensure all procurement and contracting activities are compliant with applicable local, state, federal, and company policies and procedures.
- Ensure fair and transparent competition in the company's procurement process to confirm public tax dollars are spent in the most efficient and effective manner.
- Work to establish productive working relationships with staff in other divisions as well as external stakeholders, consultants, governmental agencies and member agencies.
- Responsible for ensuring compliance with federal and state laws pertaining to disadvantaged business enterprise (DBE).
- Work closely with other Fiscal Services staff on the administration of post-award grant and contract management/processes.
- Review, negotiate, and approve grant agreements (state, federal, local and foundation) in accordance with company policies and procedures.
- Perform various fiscal-related activities, such as monitoring sub-recipients; managing agency-wide In-Kind funding; collaborating with fiscal staff on the development and management of the Unified Planning Work Program & Budget.
- Perform other job-related duties as assigned.

**Technology Skills:**

- Intermediate to Proficient in MS Word, Outlook, Excel and Access.
- Experience with MS Dynamics AX system desired.
- Experience with ERP systems (generally) required.

**Other Skills:**

- Utilizing effective business practices and ensuring compliance with federal, state, and local laws and regulations.
- Performing highly complex contract administration work
- Negotiating, awarding, administering and monitoring contract compliance requirements for public agencies.
- Developing and amending company procurement policies and procedures.
- Drafting Standard Operating Procedures (SOP) documents to ensure documentation of all responsibilities/processes.
- Researching complex issues and providing effective solutions.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Ability to work in a fast paced, high-pressure environment.
- Ability to work alone and in a teamwork environment.

**Experience and Education:**

- Bachelor's degree in Law, Business, Public Administration, or related field is required.
- Minimum of three (3) years progressively responsible, professional-level, related experience.
- Must be able to set priorities, analyze problems, and formulate clear, effective solutions.

**To Apply:**

To view all position vacancies, please visit our Jobs Page at:

<https://www.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.