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04/06/2022

Job ID: 2022-4703

FORT BEND COUNTY
DEPARTMENT: PUBLIC TRANSPORTATION
JOB TITLE: ADMINISTRATIVE ASSISTANT – PROCUREMENT & CONTRACTS

JOB SUMMARY:

Responsible for assisting the Procurement & Contracts Manager with preparation of solicitations and contracts according to Federal, State, and Local regulations. Maintain procurement, contract and DBE files. Coordinate annual desk review of third party contractors and sub-recipients. Creates requisitions and submit OnBase request. Assist with maintaining the Disadvantaged Business Enterprise (DBE) program. Participates in planning of programs, policies, or objectives for own workgroup and department.

DUTIES & RESPONSIBILITIES:

Assists with ensuring all grant-funded procurements & contracts comply with applicable Federal, State, and Local rules and regulations. Assists with drafting scope of work for all solicitations. Responsible for filing and organizing procurement, contracts, DBE and special project files. Responsible for updating the contract commitment spreadsheet to track significant information for each contract ensuring deadlines are met. Assists with preparing all necessary documentation for each solicitation request. Responsible for monitoring contracts to ensure subcontractors are paid timely and prompt payment is completed each quarter. Responsible for updating vendor/bidder list. Responsible for ensuring the most recent service contractors are uploaded and maintained in the TxDOT database. Assists with identifying available DBE outreach/community organization events. Assists at DBE outreach and community events to inform participants of upcoming procurement opportunities. Responsible for completing DBE Reports (FTA, TxDOT, etc.) Assists with maintaining the DBE program and goal. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

REQUIREMENTS:

High School Diploma/GED; College Degree preferred. Three years job-related experience. Procurement/Contract experience preferred. Strong computer skills along with strong verbal and written communication, strong math and/or accounting background. Strong interpersonal skills and ability to deal effectively with the public, other employees and elected officials. Valid Driver's License. Bilingual English/Spanish preferred, but not required.

SALARY RANGE: Administrative/Clerical Grade 9, \$17.80 - \$21.44 hourly based on qualifications

CLOSING DATE: Upon filling position

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

For more information on Fort Bend County's Title VI / Nondiscrimination Statement, visit

www.fbctx.gov/comply

To be considered for employment, all interested candidates must complete the required Fort Bend County online employment application located at www.fortbendcounty.jobs