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## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

### - Purchasing Agent -

The Northern Indiana Commuter Transportation District (“NICTD”) owns and operates the South Shore Line electrified passenger train service between South Bend, Indiana; Chicago, Illinois; and intermediate points. The South Shore Line is actively engaged in several service enhancement activities including, but not limited to, a second line to Dyer, Indiana (“West Lake Corridor”), double track between Michigan City and Gary, Indiana (“Double Track NWI”), higher speed service options for South Bend, Indiana, and new equipment to replace the existing fleet and support new services. NICTD intends to hire a full time Purchasing Agent to assist in management and implementation of the procurement activities associated with these projects as well as the day-to-day procurement requirements for the existing South Shore Line service.

#### **Essential Functions & Duties:**

The following description is a representative sample of the principal duties proposed for the Purchasing Agent. It is not a complete or final list of duties. Duties may be amended or deleted; other duties may be assigned:

- **Assist with procurement, inventory management, and contract administration of the various goods and services purchased and used in NICTD's operation and maintenance of its railroad system.**
- **Assist in managing NICTD's procurement process so that all departments timely receive their requested materials, construction assistance, and engineering services.**

- Assist with the organization and coordination of procurement submission requirements and processes to meet federal and state standards for legal and technical sufficiency.
- Support the Purchasing Department with guidance on issues relating to contract sufficiency, procurement methods, contract interpretation, contract cancellation and rejection, evaluation of proposals, and contract negotiations.
- Assist in the administration of all solicitation processes including, but not limited to, preparation of specifications, procurement notices, bid evaluations, requests for quotations, requests for proposals, and recommendations to senior level management.
- Assist the Purchasing Department in response to audits.
- Assist in the recruitment and retention of suppliers who can provide high quality products and services at better than market price while maintaining the highest code of ethics and conduct.
- Help ensure NICTD's conformity with all applicable safety, business ethics, DBE requirements, and state and federal procurement laws, regulations, policies, guidelines, and best practices.

**Position Requirements:** The following skills will be considered in the selection of candidates for interviews:

- Associates Degree in business, purchasing/procurement management, economics, accounting, engineering or comparable major is strongly preferred.
- One (1) or more years of federal or state governmental procurement experience is strongly preferred. Knowledge and application of Federal Transit Administration, Federal Railroad Administration, and American Public Transit Administration procurement regulations and guidelines is especially preferred.
- Coursework or experience in the use of various procurement, inventory, accounting and financial management software systems including, but not limited to, Microsoft Office Suite.
- Demonstrated superior interpersonal skills; ability to attain results when working with others.
- Valid driver's license with a safe driving record.
- While normal work hours are Monday through Friday, applicants must be willing and able to work extended hours as needed to meet agency or department deadlines.
- Ability to multi-task among competing short term priorities while maintaining a professional and pleasant disposition.

Applicants who are current NICTD employees are advised that this is a management position. Information within their NICTD personnel and attendance files may be considered as a factor in the final selection decision. Persons offered the position

are subject to a post-offer physical examination (including drug and alcohol screening tests) and background evaluation (review of felony and trust-related criteria).

**Supervision:** The position reports to the Purchasing Manager.

**Salary and Benefits:** The starting annual salary range for this position is \$45,000 to \$55,000, exclusive of benefits. Paid vacation, paid holidays, limited free travel on NICTD trains for self and family, supplemental pension plan, health savings account, tuition reimbursement, comp time, and medical/dental health benefits are provided. The position is subject to retirement benefits and contribution obligations administered by the Railroad Retirement Board. Full details on compensation and benefits are available during the interview process.

**Physical Demands:** The position requires the employee to be able to stand, walk, bend, reach, stoop, and lift objects up to 25 pounds. Vision requirements include close vision and ability to adjust focus. Reasonable accommodations will be considered if presented.

**Work Environment:** The employee occasionally may be exposed to fumes or airborne particles. The noise level ranges from quiet to moderate. The work is performed in office and warehouse environments. Some travel and ability to work outdoors may be necessary.

**How To Apply:** Submit a written resume outlining education, training, and experience. A cover letter outlining the reasons why you are interested in working as a Purchasing Agent for the District is encouraged but not required. The mail or hand-delivery address is: Purchasing Agent Opportunity, Attn: Director - HR&LR, 601 North Roeske Ave., Michigan City, IN 46360. The e-mail delivery address is: [bjarne.henderson@nictd.com](mailto:bjarne.henderson@nictd.com). Your resume and cover letter must be received no later than 3:30 p.m., on Monday, September 30, 2019. Late letters and/or resumes will not be accepted. Phone calls and walk-ins requesting consideration or expressing interest are not accepted. The District assumes no responsibility for late or undelivered materials. Persons who desire to assure delivery of their request for consideration are encouraged to hand deliver their materials or send them by certified mail. Contact Bjarne Henderson, Director of Human Resources & Labor Relations, at (219) 874-4221, ext. 223, if you have questions about this opportunity or notice.

***NICTD is an Equal Opportunity Employer***