

Posting Period
October 9-23, 2012

Department Head, Professional Services/Contracts

Summary of Duties

Reporting directly to the Senior Director, Materials Management, oversees and ensures that goods and services for rail operations are provided and supplied economically and in accordance with Metra policies and procedures. Organizes and controls procurement activities for the solicitation of contracts and services for Metra. Collaborates with departments and external agencies regarding state and federal procurement rules, Metra policies and other matters. Ensures that Metra's Disadvantaged Business Enterprise Program (DBE) is implemented and that all Affirmative Action policies are followed. Ensures that all Federal Transit Administration (FTA), Illinois Department of Transportation (IDOT), Regional Transportation Authority (RTA) and Metra's bidding regulations are adhered to and made part of all contracts and purchase orders. Performs other related duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

- Bachelor's Degree in Business Administration, Industrial Distribution or related field **OR** in lieu of degree, any combination of education and substantive experience in Professional Services that equals four (4) years.
- In addition to #1, must have significant progressively responsible managerial experience in professional services. Experience in the railroading, transportation or comparable industry preferred.
- Certified Purchasing Manager preferred.
- Must have strong interpersonal skills in dealing with external groups and/or organizations.
- Relevant supervisory experience is required.
- Strong oral and written communication skills are essential.
- Must be proficient in Microsoft Office Suite.
- Must be able to work independently and manage multiple projects on a daily basis in a demanding environment.
- Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661