

**TBI Airport Management, Inc.  
Hollywood Burbank Airport**

**Job Description**

# **Procurement Specialist**

**Reports to:** Sr. Manager, Procurement

**Status:** Exempt

**Pay:** \$74,000 - \$80,000

**Schedule:** 9/80 Work schedule, every other Friday Off

**General Description:**

The Hollywood Burbank Airport is seeking a strategic minded and experienced Procurement Specialist to join its Procurement Department. The Procurement Specialist works under general supervision and direction to procure goods and services in compliance with the solicitation requirements for a commercial airport.

This position is responsible for executing day-to-day operational procurement activities which may include collaboration with airport departments, contract review, negotiations, issue resolution, risk mitigation, purchase order review and issuance, and supplier performance management. The Procurement Specialist serves as a key link between airport departments and suppliers to ensure a seamless flow of goods and services to support airport demands and expectations. This role primarily focuses on the procurement of goods, services, and contracts related to facility management, including vehicle acquisitions, asset disposition and information communication technology, supporting the airport's needs for facility maintenance, technology management and operational excellence however may be assigned other duties as needed.

**Essential Job Functions:**

Typical Tasks

- Assists in the development of departmental processes and procedures.
- Establish positive working relationships with vendors, stakeholders, and management.
- Creates, reviews and processes departmental Requisitions to Purchase (RTPs) and POs, ensuring appropriate routing through the approval process.
- Drafts agreements using approved internal templates and manages contract review and redlining process between vendor and legal counsel.
- Maintains accurate and up to date departmental databases, reports and logs, and advise internal customers regarding option years and expiration dates of purchase orders. Distributes PlanetBids contract expiration notices to stakeholders.
- Conduct and maintain various purchasing-associated analyses upon request.
- Maintains industry expertise (is up to date on industry best practices).
- Verify that invoices are consistent and compliant with Purchase Order terms and conditions.
- Provide support to senior procurement staff in the processing of competitive solicitations on PlanetBids as requested.

- Coordinates the disposition of surplus property and equipment; prepares the necessary paperwork for sale, auction, or disposition.
- Create and maintain department PO and Professional Services Agreement (PSA) files and apply retention policy to both hard copy and electronic files.
- Resolve purchasing and delivery conflicts in a calm, professional manner.
- Perform other duties as assigned.

**Minimum Qualifications:**

**Employment Standards**

- Bachelor's Degree from an accredited college or university in a business-related field, or a combination of procurement/contract management courses and work experience equivalency, or professional procurement certification (NIGP-CPP, CPPO, CPPB) in lieu of experience.
- 5 years' recent procurement experience in a sourcing, contracting, or procurement environment (in a service industry). Procurement experience in an Airport, Construction or FAA experience a plus.
- Experience with vendor management principles.
- Strong work ethic, ability to interact with and establish relationships with employees at all levels.
- Excellent customer service skills, deliverable-focused with a strong work ethic.
- Technology savvy.
- Dependable, demonstrates initiative.
- Exceptional verbal and written communication skills.
- Goal oriented, enthusiastic and dynamic interpersonal skills.
- Proficient skills in Microsoft Office 365 and Adobe Acrobat DC.

**License and Special Requirements:**

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.

**Preferred Qualifications**

**Knowledge of:**

- Experience with public sector procurement and contract management best practices
- PlanetBids or similar e-Procurement software.
- Knowledge of public purchasing and contracting principles and procedures.
- Knowledge of California Public Works project requirements, i.e. Department of Industrial Relations requirements (prevailing wage), California State License Board requirements, etc.
- NIGP-CPP, CPPO, CPPB, NCMA, paralegal or similar certification.
- Experience with complex acquisitions, including leading the development of RFBs/RFPs/RFQuals, process across a broad range of buys, such as software, vehicles, professional services, etc. or experience with Blanket Purchase Orders or Professional Service Agreements.

**Interested applicants may apply by clicking the link below and completing the online assessments:**

<https://www.ondemandassessment.com/link/index/JB-HD0VTNHEF?source=HBWebsite&u=137146>