



OMNIRIDE

Employment Opportunity

OmniRide, a public transportation agency located in Prince William County, Virginia, is seeking a professional to fill the position of **Contract Specialist**.

The Contract Specialist performs intermediate skilled administrative support of procurement and contract activities for the Potomac and Rappahannock Transportation Commission. This position maintains procurement contract logs and filing systems and works with project managers to administer active contracts. It includes monitoring contractor compliance with requirements such as insurance and prompt payment. In addition, the Contract Specialist will assist with procurements for construction, professional and general services.

This position requires general knowledge of the principles, methods, techniques and terminology of procurement and contract management. Candidates should have the ability to work independently, understand and follow oral and written directions and follow work procedures, and perform mathematical computations with speed and accuracy. As well as be skilled in the use of personal computers, technical writing, and planning and organization.

Required Education/Experience: Combination of education and experience equivalent to a bachelor's degree in business, public administration, transportation planning, urban planning, or related field.

Starting salary range is \$57,010- \$74,113 depending on experience, plus attractive benefits. Employment subject to background check and fingerprinting. PRTC is a drug-free workplace. EOE.

Applicants can find the full position description and must apply at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=b11579ee-22ab-4ba6-ba89-2eb8bd0b5634&cclid=19000101_000001&lang=en_US