



Rev.09/28/26

Procurement and Inventory Manager

The Procurement and Inventory Manager oversees daily inventory and departmental usage and identifies new vendors to strengthen competition and secure better products and services for LCTA. The Procurement and Inventory Manager plans, organizes and manages all procurement functions, including the development and administration of effective procurement and contract policies, procedures and activities for the Authority. Responsibilities include managing the acquisition and inventory of vehicle parts and the disposal of surplus property, composing and maintaining all vendor contracts and relationships including business negotiations ensuring the Authority is receiving the best possible pricing and delivery.

Essential Functions:

- Prepare and process purchase orders and purchase requisitions, and maintain documentation of the acquisition of goods.
- Manage staff and vendors for timely arrival of products and goods..
- Manage flow of goods and supplies of optimum production, analyzing and adapting internal policies.
- Negotiate contracts, policies and deadlines with suppliers and vendors.
- Analyze purchasing needs and requisitions to determine the appropriate approach for procurement, i.e., micro or small purchase, sole source or formal sealed IFB/RFP bids.
- Allocation of purchases to DBE's (Disadvantaged Businesses) to meet LCTA goals.
- Monitor process by product and vendor to predict and account for financial fluctuations.
- Maintain transparent procurement practices promoting full & open competition.
- Monitor/record fuel consumption and order as needed.
- Reconciliation of invoices and purchase orders.
- Monthly inventory receipts and issues to close month.
- Miscellaneous tasks and procedural requirements related to procurement.
- Reconciliation of all LCTA invoice (match review with PO code & clear for payment)

Qualifications, Education, Training, Certification and License Requirements

- Bachelor's degree in business, accounting, supply management, or a related field.
- At least five (5) years of purchasing and/or procurement experience.
- Familiarity with compliance of all Local, State, Federal (FTA) and LCTA laws, rules, regulations, policies and best practice procurement methods of solicitation and selection.
- Proficiency in MS Office products.

- Strong math and analytic skills.

Knowledge, Skills and Abilities and

- Excellent written and verbal communication skills.
 - Strong leadership, organizational, and problem-solving abilities.
 - Ability to maintain confidentiality and handle sensitive personnel and inventory data.
 - Ability to manage multiple tasks and priorities effectively.
 - Ability to work independently and collaboratively within a team environment.
 - Commitment to customer service, safety, and continuous improvement.
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To apply please email resume to jdecker@lctabus.com