

## PROCUREMENT MANAGER

**Reports To: Director of Finance**  
**Office/Department/Division: Finance**  
**FLSA Status: Exempt**  
**Salary: \$70,000+**

### Summary

Provides control over the Authority's procurement process by executing effective, efficient, and uniform methodologies that ensure compliance with all federal and state regulatory requirements. The duties listed below are illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### Duties and Responsibilities

Reviews Purchase Requisitions and the applicable policy, regulation, code, or law, and chooses the Method of Procurement (Small Purchase, Competitive Solicitation, Invitation for Bid (IFB), Request for Quotation (RFQ), Request for Proposal (RFP), Qualifications-Based Selection (QBS), and Sole Source).

Supervises, plans, and coordinates all purchasing functions to ensure acquisitions of proper equipment, materials, supplies, and services to meet project and Authority needs.

Supervises the creation of procurement activities for outside contract work, ensuring competitive bids are received and reviewed for adherence to budget, procedural, and technical requirements. Responsible for evaluating contract files for compliance with HUD regulations and preparing appropriate forms, letters, and documents accordingly.

Determines competence of vendors and ensures contractual delivery and financial compliance.

Interacts with contractors and develops, plans, implements procedures, and prepares scope of work for the contracts of professional services to ensure conformity to Authority criteria and HUD requirements as appropriate.

Coordinates fact-finding sessions, evaluations, conferences, pre-award conferences, post-award conferences, and negotiation sessions.

Requests approval for bid and/or contract award and negotiates, develops, administers, and reviews contractual agreements to meet Authority needs.

Represents the agency in meetings with contractors to ensure a clear understanding of what is required for performance.

Maintains contract milestone dates and contract costs to ensure compliance with budgets.

Recommends or issues changes to the contract, highlighting conditions that could jeopardize contract performance. Makes recommendations on problems of production, delivery, Authority-furnished property, quality assurance acceptance, or other areas affecting the contract.

Monitors work performed and notifies contractors in writing of contract deficiencies identified and advises contractors of consequences of not complying with contract terms and general condition items.

Prepares Board Docket for Procurement actions

May recommend major purchases of materials and/or supplies on the basis of anticipated changes in prices or on unusual availability situations. Balances cash flow considerations against possible price savings.

Receives, reviews, and processes purchasing requisitions from authorized personnel and prepares purchase orders for necessary supplies within established financial limits. Makes certain purchasing documents are completed properly and the terms and conditions of purchase are appropriate.

Works with Property Managers and other user departments to ensure timely and appropriate stock levels, and to determine quality/life/performance of the purchased goods and services.

Develops specifications and standardizations for inventory of necessary office supplies, equipment, maintenance, and repair needs and monitors usage quantities and frequency through review of inventory reports to track utilization of resources. Calculates and analyzes trends and projections to establish minimum and maximum inventory levels and reorder quantities.

Coordinates the delivery of goods with Property Managers and the Department of Facilities and Modernization, confirming receipt and condition upon delivery.

Addresses discrepancies with vendors following established Authority policies, established procedures, and good business practices.

Develops and implements purchasing and inventory control procedures and sequence of operations within the department to optimize work flow.

Develops sources for the procurement of supplies, services, and equipment by attending demonstrations, contacting vendors, reviewing professional publications, and establishing personal networks. Investigates and reports on new or tentative products and methods of service.

Maintains appropriate recordkeeping, including price histories and difficulties in doing business with particular vendors.

Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.

Performs other related duties as assigned by the Director of Finance.

### **Qualifications and Knowledge**

Bachelor's degree from an accredited college or university with concentration in accounting, business administration, or closely related field or five (5) years of increasingly responsible purchasing experience with a hardware supplier or other large scale residential maintenance operation or an equivalent combination of education and experience.

Thorough knowledge of HUD, city, state, and Authority procurement and contracting regulations, policies, and procedures.

Ability to interpret regulations and standards, and contracts; for compliance with relevant requirements and Authority standards.

Working knowledge of specification writing, bidding procedures, cost of labor and materials for rehabilitation projects.

Skilled in interviewing vendors; persistent in following up on performance and in identifying problems and formulating solutions.

Ability to present information in a clear, organized, and convincing manner.

Ability to accurately and completely document in writing appropriate events and activities.

Ability to establish and maintain effective working relationships with co-workers, contractors, vendors, and other persons outside the Authority.

Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, with firmness.

Ability to operate appropriate Authority computer equipment and software packages.

Valid driver's license and good driving record.

### **Supervision Given and Received**

The employee receives assignments and instructions from the Director of Finance and Administration. Course of action, deadlines, and priorities may be established by procedure, the supervisor, or the employee, depending on the assignment and/or project. The employee initiates routine activities without supervisory direction. Problems or situations not covered by instructions are normally referred to the supervisor for resolution. The employee's work is reviewed on an intermittent basis for accuracy, completion, and compliance with policies and procedures.

The employee may supervise Accountant I.

### **Guidelines**

Guidelines followed by the Procurement Officer include handbooks and reference materials, established policies and procedures, traditional practices, applicable laws, regulations, and building ordinances/codes. Upon personal initiative, the employee may perform independent research and/or obtain informal guidance and assistance from other applicable sources.

### **Complexity**

The Procurement Officer performs a wide variety of routine and non-routine tasks in the overall performance of essential job functions. The employee must coordinate costs, resources, timing, contracting requirements, and working relationships throughout the overall process. Thorough knowledge of general Authority and procurement issues is required to successfully achieve Housing Authority objectives.

Difficulty may be encountered in the steps for procuring needed services or products that are unfamiliar or for which no historical information exists.

### **Scope and Effect**

The employee's work primarily impacts Authority all departments and their access to needed supplies and materials. Successful accomplishment of duties, obtaining high quality goods and services at reasonable cost, and ensuring procurement is conducted in a fair and impartial manner contributes to smooth operations of all affected departments, sites, and projects, as well as, the overall ability of the Authority to provide better housing for low-income families in the community.

### **Personal Contacts**

The Procurement Officer has contact with a broad range of individuals including: coworkers and management staff, residents, business firms, contractors, suppliers/vendors, and consultants. Personal contacts serve multiple purposes including: giving or gaining information, planning, coordinating, advising, motivating, influencing, directing persons or groups, justifying, defending, negotiating, and making decisions.

### **Physical Demands**

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files, records, and eye strain from working with computers and other office equipment.

Must be able to establish and maintain effective working relationships co-workers, residents, contractors, vendors, and other persons outside the Authority.

Must be able to sit or stand for up to eight hours at a time while performing work duties.

Must be able to bend, stoop, push, and pull in the performance of work-related duties.

Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.

Must have vision and hearing corrected to be able to perform essential job functions.

Must maintain punctuality and attendance as scheduled.

Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

**Work Environment**

Work indoors involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.

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