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## **Procurement Specialist**

### Summary of Position Responsibilities:

Under general direction performs a full range of high level and complex procurement and contract management duties. This includes the planning and development of requests for proposals, soliciting bids, and administering and monitoring contracts for a full range of agency needs, materials, supplies, services, equipment, as well as construction and development.

### Description of Supervision/Supervisory Responsibilities:

The Procurement Specialist is approved by the Executive Director and works under the general supervision and direction of the Regional Capital Assistance Team (RCAT) Director.

### Essential Functions of Job:

- A. The Procurement Specialist position involves a full range of high level and complex procurement and contract management duties. This includes the planning and development of Requests for Proposals (RFP), soliciting bids, and administering and monitoring contracts for a full range of agency needs including materials, supplies, services, equipment, as well as construction and development. Contract Management of responsible departments including monitoring of appropriate contract spend, Review all PO's related to responsible department, and Manage performance of responsible contracts as needed.
- Recommends procedures to review and evaluate Purchase Orders for supplies, materials, equipment, and services for completeness and accuracy; advises Housing Authority staff relating to procurement standards, commodity supply sources and procurement timeliness.
  - Reviews contracts and procurement documents and forms for completeness and compliance with Housing Authority policies and procedures; keeps informed of market conditions, trends, and new products; and evaluates vendor performance.
  - Review Purchase Orders. Reviews documentation, pricing, and budget availability. Works with department to correct issues.

- Contacts vendors to solicit bids/proposals for materials, supplies and equipment, analyzes and tabulates bids/proposals and quotations for goods and services for both stock and special orders; research availability, quality, and price of items on order and prepare summary documentation placing orders accordingly.
- Researches and develops detailed specifications and scopes of work (SOW); works with agency staff to develop and implement solicitations for bids (Request for Proposals, Requests for Quotations, Invitations to Bid); solicits and analyzes proposals and recommends award for purchase, drafting board memos as needed for approval. Communicates and acts as a liaison between vendors and department users to develop compromises and resolve contractual problems or complaints; may organize and lead negotiation of contracts.
- Coordinates and monitors buying and procurement follow-up activities to ensure prompt delivery, correction of vendor shortages and damages, and the maintenance of quality control procedures.
- Confers with other Housing Authority staff to determine procurement needs, specifications and areas of standardization; coordinates procurement services and needs with other Housing Authority departments and outside agencies; and request Procurement department purchase orders.
- Writes, reviews, monitors and maintains Housing Authority contracts, including adherence to contract terms, procurement documents, and forms for completeness and compliance with Housing Authority policies and procedures; follows-up with insurance requirements; maintains contact and negotiates with vendors; keeps informed of EOHLC (formerly DHCD) and Urban Development (HUD) Federal and State Procurement and Contracting regulations and guidelines and ensures compliance with the agency's procurement policy and procedures.
- Responds to complaints and issues as they relate to assigned contracts and area of responsibility. Reviews any issues and provides resolutions.
- Prepares a variety of reports related to Procurement and Contract activities.
- Provides courteous, respectful, honest, timely and professional information to all Housing Authority staff, vendors, and the public and partners for all procurement activities and services.

Education and Experience/Other Requirements:

- Bachelor's degree in related field preferred
- Must have or be able to acquire within one year of employment an MCPPO certification
- Current Unrestricted Construction Supervisor License
- Ability to work in complex state (EOHLC) formerly DHCD and federal (HUD) regulatory environment, especially with regulations relating to procurement

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Procurement Specialist:

This is an office-based job in a dynamic municipal office. While performing the duties of the Procurement Specialist, the employee is required to: interact and communicate frequently with the employees of THA, and/or third parties transacting business with the Authority; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 20 pounds. The employee may be required to work beyond normal business hours, including evenings.