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## **Regional Procurement and Contracts Specialist**

### Summary of Position Responsibilities:

To provide the creation, maintenance, and enforcement of all agency guidelines, standards, and technical assistance tools that support procurement compliance. The Specialist is the lead on all public procurement housing-related procurements subject to the state and federal procurement laws such as, MGL Chapter 7C, Chapter 30B, Chapter 30, Section 39M, and/or Chapter 149. Works directly with the Regional Facilities Director in preparing, developing, coordinating, and monitoring the agency's maintenance program. A major emphasis will be on local and regional procurement procedures. The work performed must be done within prescribed procedures but involves the application of independent judgment.

### Description of Supervision/Supervisory Responsibilities:

The Procurement and Contracts Specialist is approved by the Executive Director and works under the general supervision and direction of the Regional Facilities Director.

### Essential Functions of Job:

The Specialist is responsible for creation, maintenance, and enforcement of all agency guidelines, standards, and technical assistance tools that support procurement compliance. The Specialist is the Agency's lead on all public housing-related procurements subject to state and federal procurement laws. The Specialist then implements operational protocols for reviewing and approving bids, contracts, and reviews invoicing/payments related to those contracts. The Specialist also provides technical assistance, advice, and training to Agency staff, their contractors and consultants, and agency personnel regarding proper public bidding procedures. The Specialist also develops and implements standards for annually monitoring and evaluating Agency compliance with bidding laws. They ensure all state and federal procurement requirements are met and fulfilled by the Agency. Finally, the Specialist manages the procurement of all vendors from initial procurement through monitoring and invoicing.

### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

#### **1. Public Construction Procurement:**

- Monitor compliance with bidding and procurement laws for all MGL Chapter 7C, Chapter 30, Section 39M, and Chapter 149 procurements.
- Review construction bid documents for accuracy and compliance with established laws, policies and procedures (e.g. contractor prequalification, general bid forms, sub-bid forms, bid deposits, and other statutorily required documentation).

- Develop Authority's goods and services bid documents to follow established laws, policies, and procedures.
- Agency procurements include, but are not limited to maintenance parts and supplies, vehicles, contract work such as plumbing, fire alarm, electrical, Architectural and Engineering.
- Create contracts for construction, goods and services to ensure compliance with Agency standards and statutory requirements and approves before agency execution.
- Review and propose recommendations for modifications to the authority's contract forms to ensure compliance with current statutes.

## **2. Procurement Technical Assistance**

- Develop and disseminate written procedures, guidelines, and toolkits.

## **3. Program Administration**

- Work in partnership with the Regional Facilities Director to develop and administer programs and policies.
- Advise the Agency on bulk procurement and force account initiatives that take advantage of economies of scale for the many agencies we assist and manage.
- Directly implement a program for electronic archiving, plan hosting, and project-bidding services through outside vendors.
- Maintain an electronic contract register system for all the agencies that the Taunton Housing Authority holds management agreements.

## **4. 30B Guidance and Compliance:**

- Monitor compliance with the Agencies 30B procurements including service contracts and property dispositions. This may include providing guidance and technical assistance as needed and reviewing disposition RFPs
- Assists with specifications and data for inclusion into contractual agreements
- Arranges for contracts, and outside vendors to address all preventative maintenance requirements

### Education and Experience/Other Requirements:

- High school diploma or equivalent education/experience level required
- Vocational/Industrial Arts education or equal experience level required
- Bachelor's degree in related field preferred
- Must have or able to acquire within six months of employment an MCPPO certification

### Minimum Competencies:

- 3-5 years' progressive experience in the management of complex public development projects or agencies engaged in development activities is preferred

- Knowledge and experience with MGL c149, c30 sec. 39M, and c.30B
- Thorough knowledge of state and Federal procurement rules and regulations
- Ability to understand, explain and apply the provisions of the laws, rules, regulations, policies, procedures, etc. governing assigned unit activities
- Knowledge of management principles and practices, including planning, organizing, directing, controlling and budgeting
- Experience in collecting, analyzing data and preparing comprehensive reports
- Knowledge of dispute resolution techniques and practices
- Knowledge of procedures related to public procurement and contracting
- Ability to work within the maintenance work order, inventory, and maintenance preventive systems
- Ability to work closely with the property managers and staff
- Ability to work in a goal-driven working environment
- Ability to write and communicate clear and concise policies and procedures
- Willingness to travel to all housing authorities under Taunton Housing Authority management agreements

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.

Specialist Procurement and Contracts

This is an in-office with occasional in-the-field job in a dynamic municipal office. The position will work with all agencies that the Taunton Housing Authority manages or assists through our many regional programs. While performing the duties of the Procurement and Contracts Specialist, the employee is required to: interact and communicate frequently with the residents of THA, other team members 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, approximately including evenings.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.*

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