



Position Description and Vacancy Announcement

Position Title	Procurement Specialist	Department	Finance
Reports To	Chief Operating Officer	Employment Status	Regular, Full-Time
FLSA Status	Non-Exempt	Salary and Grade <i>(Compease 2019)</i>	\$15.84 - \$23.75 per hour Grade 7
Date Posted	November 22, 2022	Date Closed	Open Until Filled

Summary

The Procurement Specialist plans, organizes and coordinates procurement and contract administration functions to fulfill the requirements of the Auburn Housing Authority (“Authority”) and its managed agencies.

All activities must support the Authority and its managed agencies’ missions, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

Procurement Administration (50%)

1. Reviews purchase orders and purchase requisitions to determine applicable policy and local, state and federal regulations to determine the appropriate method of procurement to include but not limited to Micro Purchase, Small Purchase, Competitive Solicitation, Invitation for Bid (IFB), Request for Quotation (RFQ), Request for Proposal (RFP), Qualifications-Based Selection (QBS), Cooperative Agreement and Sole Source.
2. Develops, issues, advertises, and evaluates various forms of procurement solicitation in a HUD-compliant manner utilizing the Housing Agency Marketplace e-procurement system.
3. Oversees the creation of procurement activities for outside contract work, ensuring competitive quotes, bids and/or proposals are received and reviewed for adherence to budget, procedural, and technical requirements.
4. Solicits various forms of procurement based on the needs of the Authority and its managed agency’s needs.
5. Determines competence and eligibility of vendors and ensures contractual delivery and financial compliance.
6. Coordinates with the Authority’s departments and managed agencies to develop, plan, implement procedures, and prepares scope of work for the solicitation of professional services to ensure conformity of Authority criteria and HUD requirements as appropriate.
7. Coordinates procurement evaluations, conferences, pre-award conferences, post-award conferences, and negotiation sessions.
8. Represents the Authority in meetings with contractors to ensure a clear understanding of what is required for performance particularly related to Section 3, Labor Standards, and Minority or Women’s Business Enterprise (MWBE) requirements.



Position Description and Vacancy Announcement

9. Reviews purchase orders to ensure purchasing documents are complete and the terms and conditions of purchase are appropriate.
10. Maintains all procurement files according to the Authority's policy and procedure requirements.
11. Ensures the Authority's Procurement Policy is current and makes recommendations based on developments in local, state, and federal laws and regulations.
12. Ensures all levels of procurement comply with internal policies and procedures as well as local, state, and federal procurement laws and regulations.
13. Maintains a comprehensive tracking system of all procurement solicitations.
14. Performs other procurement administration duties as assigned.

Contract Administration (40%)

1. Prepares, coordinates and administers contracts for the Authority and its managed agencies.
2. Maintains all contract files according to Authority policy and procedure requirements. Ensures all contracts are current and comply with applicable HUD, insurance and licensing requirements.
3. Maintains contract milestone dates and contract costs to ensure compliance with budgets and contract completion.
4. Recommends or issues contract extensions and modifications (change orders); highlighting conditions that could jeopardize contract performance.
5. Interacts with Authority departments and vendors in coordinating the completion of projects and makes recommendations on problems of production, delivery, or other areas affecting the contract.
6. Acts as the liaison between the Authority and contractors related to contract disputes and performance.
7. Negotiates, develops, administers, and reviews contractual agreements to meet Authority or managed agencies property's needs.
8. In conjunction with Authority departments, monitors work performed and notifies contractors in writing of contract deficiencies identified and advise contractors of consequences of not complying with contract terms and general condition items.
9. Obtains Request for Taxpayer Identification Number for vendors that are awarded a contract.
10. Ensures all contracts are current, properly executed, and in compliance with local, state, and federal laws and regulations.
11. Develops and maintains a contract archive system (hard copy and electronic) to account for all Authority contracts and agreements, maintains complete contract files, and ensures insurance certificates are current.
12. Maintains a comprehensive tracking system of all executed contracts and analyzes price and cost information related to contracts.
13. Performs other contract administration duties as assigned.



Position Description and Vacancy Announcement

Other Duties (10%)

1. Generates procurement and contract reports as required.
2. Assists the Accounting Department with various job functions as needed.
3. Complies with HUD's reporting and submission requirements related to Section 3, Labor Standards, MWBE and other reporting as required.
4. Attends training to stay abreast of procurement and contract administration requirements.
5. 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.
6. Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.



Position Description and Vacancy Announcement

Job Competencies

1. Knowledge of HUD, federal, state, and local laws and regulations, as well as Authority policies and procedures related to the position.
2. Demonstrated skill in composing accurate and accessible compliance reports and related documents.
3. Ability to prepare and present ideas in a clear and concise manner in order to address compliance initiatives and issues with staff and leadership.
4. Ability to explain policies, rules regulations, and procedures.
5. Ability to understand, act on, and interpret policies; and to implement regulations and procedures as set forth by the Authority and/or HUD.
6. Ability to orient other employees and to explain organizational policies, rules regulations, and procedures.
7. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials.

Education and/or Experience

(1) A college degree is a non-technical discipline, or (2) achievement of journeyman status in a recognized trade, (3) achievement of formal certifications recognized in industry as equivalent to a bachelor's degree or (4) in-depth industry and job specific technical skills acquired through a combination of formal instruction and on-the-job training and a minimum of three (3) years of experience in procurement, including contract development and administration. An equivalent combination of education and experience may be considered. Must possess a valid driver's license and be insurable under the Authority's plan.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. Microsoft Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.



Position Description and Vacancy Announcement

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

Employee Benefits

- Group Medical Benefits
- Group Dental Benefits
- Group Life Insurance
- State Retirement
- Supplemental Insurance
- Annual Leave
- Sick Leave
- Holidays
- Career Incentive Program
- Four-Day Work Week (Monday - Thursday)

Disclaimer

The AHA is an equal opportunity employer with a drug free work place. We offer a very competitive compensation package and the opportunity to become an integral part of the continued growth of our organization. AHA gives preference in employment to Section 3 - eligible individuals.

Application Process

To apply, please send a resume and cover letter to wcochran@auburnhousingauth.org; the cover letter must include your salary requirements. Include the job title "Procurement Specialist" in the subject line of your email. If you have questions about the position, please contact the following:

Wendy Cochran, Chief Operating Officer
wcochran@auburnhousingauth.org
(334) 821-2262, ext. 247

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]