

JOB ANNOUNCEMENT

POSITION TITLE: Procurement/Contract Administrator

DEPARTMENT: Procurement

SALARY: Negotiable

DATE POSTED: 07/17/17

CLOSING DATE: 07/31/17

FLSA CLASS: Exempt

POSTING NO:
07-17-2017

Duties and Responsibilities:

Responsible for MHA's procurement process; develops procurement policies, procedures, and activities covering construction services, administrative services, and material delivery; serves as the in-house technical expert in the areas of procurement, contracting, property/material acquisition/disposition in accordance with the Authority's Procurement Policy, HUD regulations, and federal and state statutes and in conformance with modern purchasing practices. Responsibilities include, but are not limited to, the following:

1. Manages the preparation and revision of the Authority's procurement policy manual in accordance with HUD regulations, and federal and state statutes; develops and implements procedures to assure strict compliance with policies.
2. Serves as in-house technical expert in the area of procurement, contracting, property/material acquisition/disposition and HUD procurement regulations; provides technical assistance as necessary; serves as consultant to Executive Director and Board of Commissioners in the promulgation of regulations governing procurement of materials, supplies, and services.
3. Provides training and communicates MHA and HUD procurement policy directives to agency staff; ensures that all federal, state, and agency policies and procedures pertaining to procurement are adequately explained, interpreted, and followed by Authority personnel.
4. Facilitates the preparation and administration of all procurement documents, including, but not limited to, Requests for Proposals, Invitation for Bids, Requests for Quotations, Indefinite Quantity Contracts and/or any procurement processes.
5. Selects, trains, and supervises staff; performs all duties related to management of staff including work assignments, staff development, performance reviews, disciplinary actions, etc.
6. Implements standardized procedures, noting solicitation sources and submission schedules, while identifying and implementing advertisement standards and monitoring for compliance; ensures MBE/WBE and Section 3 participation.
7. Prepares and/or initiates the preparation of all MHA contracts; reviews all contracts for both form and content based on RFP/RFQ/IFB/IQC procurement processes; and negotiates contracts and assures the Authority's interests are established and protected. Maintains and manages certificates of insurance for contractors performing work on MHA property and authorizes his/her delegates to have access to the files.
8. Prepares detailed monthly and summary reports on MHA contracting/procurement activities, including emergency contracts/purchases; provides an analysis and recommends adjustments to the Executive Director.

Job Announcement: Procurement/Contract Administrator

9. Develops performance standards regarding procurement in association with project-based management initiatives; assists all departments in establishing pro-active contract compliance practices, procedures, documentation, etc.
10. Establishes quantitative and qualitative benchmarks, timelines, and cost projections for which to measure and compare contract activities.
11. Facilitates the conduct of procurement-related meetings, including, but not limited to, pre-submission conferences, proposal debriefings, etc.
12. Performs other related duties and assumes responsibility for assuring an efficient, effective, and responsive contract/procurement program.
13. Works cooperatively with MHA, HUD, and relevant community entities to foster a positive perception of the Agency; works with all MHA departments and public and private agencies and firms in order to coordinate resources effectively.
14. Prepares annual procurement plan and prepares annual departmental budget; ensures performance within budget.
15. Assists legal counsel in the resolution of contracting problems/claims/litigation as appropriate.
16. Maintains the integrity of contract file documentation and ensures information is properly stored on the MHA network.
17. Facilitates procurement-training workshops for vendors and MHA staff.
18. Performs other duties as assigned.

Qualifications and Knowledge:

1. Bachelor's degree in business administration, materials management, public administration, or other related discipline, from an accredited university or college. Five years of progressively responsible experience in procurement and contract administration, two years in a housing authority or public agency sector or an equivalent combination of education and experience.
2. Considerable knowledge of HUD and other federal, state, and local policies, procedures, and regulations related to public sector procurement and compliance.
3. Knowledge of assigned commodities and services including sources of supply markets, price trends, grades, and qualities.
4. Knowledge of common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services.
5. Knowledge of principles and practices of budgeting and budget administration.
6. Knowledge of procurement methods and terminology; and departmental policies and procedures.
7. Ability to work with computerized systems and to master the use and application of MHA's automated inventory and purchasing system.
8. Ability to comprehend and follow any and all applicable policies, rules, regulations and statutes governing the procurement and purchasing practices in public housing authorities.
9. Ability to plan, organize, and complete routine work and special projects in order to meet organizational goals and deadlines and perform well while under pressure.

Job Announcement: Procurement/Contract Administrator

10. Ability to maintain adequate records and prepare clear and concise narrative and statistical reports.
11. Ability to prepare and monitor complex statistical reports.
12. Ability to establish short and long term goals and monitor progress to completion.
13. Ability to coordinate and oversee a number of projects concurrently.
14. Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
15. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with co-workers, supervisors, other professionals, residents and the general public.
16. Ability to deal effectively with situations which require tact and diplomacy, yet firmness.
17. Bondability.
18. Valid Alabama driver's license, or must acquire one within 30 days of employment.
19. Eligibility to be covered under MHA's fleet auto insurance.

Supervision Received and Given:

The employee receives instructions primarily from the Director of Finance. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. Routine duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

The employee directly supervises a Buyer II. The employee instructs, assigns, and reviews work; maintains standards, coordinates activities of staff, evaluates, and recommends selection, discipline, and discharge of employees.

Guidelines:

The employee refers to MHA's and HUD's guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

Complexity:

The employee performs a wide variety of related tasks ranging from routine and repetitive to relatively complex financial matters. The course of action is determined by established procedure, the supervisor, or the employee. Tasks may occasionally have to be coordinated, integrated, and/or prioritized. Decisions regarding unusual circumstances are made by the employee on occasion.

Scope and Effect:

The employees work affects all of MHA's housing programs and its residents. MHA's financial condition can determine to a great extent the quantity and quality of housing and services the Authority is able to provide for low-income families. Successful accomplishment of tasks by the employee can enhance MHA's ability to provide housing that is decent, safe and sanitary and adequate services for its residents.

Personal Contacts:

Most of the employee's contacts are with MHA's employees, business firms, attorneys, residents and contractors. Contacts are made to verify, give, obtain, clarify and/or provide information. Contacts are also made to delegate,

Job Announcement: Procurement/Contract Administrator

coordinate, advise, motivate, influence, justify, defend, negotiate and/or resolve matters or issues.

Physical Demands:

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

Work Environment:

Work involves the normal risks or discomforts, associated with an office environment, and is usually in an area that is adequately heated, lighted, and ventilated. From time to time, it involves visits to outdoor developments, sites, dwellings or facilities, inspections of structures and/or confrontations with residents, employees and contractor personnel. Work is primarily with use of computer, reading and preparing documents, and meeting deadlines.

**TO APPLY, PLEASE EMAIL RESUME TO
CHIEF ADMINISTRATIVE OFFICER:
shardwick@mhatoday.org**

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.