

**Classification Title:** Procurement Manager  
**Department:** Procurement  
**Reports To:** CFO/VP of Administration

**Grade:** 10  
**FLSA Status:** Exempt

### **General Statement of Job**

The Procurement Officer is responsible for the procurement of a variety of goods, services, and equipment. This position prepares solicitation documents, posts advertisements and administers the process for Quotes for Small Purchases (QSP), Invitations For Bid (IFB), Request For Proposals (RFP) and Requests For Qualifications (RFQ). This position plans, develops, and coordinates federal, state, and local procurement policies and procedures into all contracts as well

### **Specific Duties and Responsibilities**

#### **Essential Duties:**

- Plans and implements a comprehensive procurement program to address the procurement needs of the Authority.
- Oversees purchasing of stock items, office supplies, materials, and services.
- Manages or conducts the activities for the procurement of a variety of goods and services in compliance with HUD, federal, state, and local policies.
- Develops Request for Proposals, Qualifications, Quotes and Invitations for Bids for various projects.
- Conducts pre-bid conferences and bid openings as well as prepares bid tabulations for the bid evaluation and selection process.
- Maintains tracking system.
- Reviews and approves invoices and requests for payment.
- Oversees the disposition and acquisition of assets and real property.
- Prepares and submits the semi-annual Labor Standards Enforcement Report.
- Executes modifications and change orders to existing contracts.
- Prepares legal advertisements, letters, faxes, and emails.
- Provides software and procedure training to other employees on purchase requisition and purchase orders.
- Maintains and keeps current the authority's contractor/vendor mailing list.

- Develops alternate sources, ensuring continuity of supply, consistency of quality, and competitive pricing.
- Advises management of market conditions and supplier base activity which could affect pricing and/or delivery.
- Evaluates suppliers through methods such as supplier visitations and various objective performance measurements, including on-time delivery, service performances, and price performance.
- Conducts workshops, fairs, meetings, and trainings for contractors and vendors.
- Verifies and prepares the contract/sub-contract activity HUD report and Section 3 Annual HUD report.
- Purchases vehicles; completes package-bids, purchases, arranges for pick-up, insurance, and tags.
- Maintains files on all on and off road vehicle titles.
- Handles radio and cell phone problems and repairs; issue new phones.
- Assists accounts payable with research related to paying invoices.
- Obtains informal bids, conduct bid openings, and assigns work to contractors.
- Assists with yearly central warehouse and physical asset inventory count.
- Performs other related duties as required.

### **Education, Experience, and Licenses**

Four year college degree or associate's degree in Business Administration, Accounting, Public Administration or a related field is preferred.

Minimum four years of purchasing, office systems, or bookkeeping experience; or an equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities**

- Extensive knowledge of grades, quality standards, and sources of supply and price trends for a variety of goods and services.
- Extensive knowledge of evaluating bids against specifications and good communication skills.
- Extensive knowledge of HUD and state procurement requirements.
- Ability to perform duties effectively and accurately while maintaining schedules and deadlines.

- Ability to understand and execute complex verbal and written instruction.
- Ability to maintain effective relationships with other departments, vendors, and supervisors/department heads.
- Skills and proficiency in the use of computer equipment and proficient in the use of spreadsheets and word processing applications.
- Ability to prepare clear and concise reports.
- Ability to compare and analyze costs.
- Ability to prepare and/or process purchase orders.
- Ability to make recommendations that impact the budget.
- Ability to train other staff to prepare and/or process purchase orders.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.

### **Physical Demands/Work Environment**

While performing the duties of this job, the employee is frequently required to see, hear, or speak. The employee is occasionally required to stand and walk. Requires the ability to lift up to 20 pounds.

**NOTICE:** The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

**DISCLAIMER:** Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.