



Position:	Procurement Supervisor	Program Affiliation:	LRPH & HCV
Reports To:	CEO	Salary Range:	\$55,419 - \$81,384
Position Type:	Exempt	Deadline Date:	Open until Filled

Overview:

Provides control over the Abilene Housing Authority's procurement process by executing effective, efficient, and uniform methodologies that ensure compliance with all federal and state regulatory requirements. Within these functional areas this position is responsible for performance that establishes and implements practices for routine purchasing as well as contract initiation, monitoring and compliance while ensuring adherence to applicable laws, regulations and HUD requirements.

Job Responsibilities:

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned:

1. Oversees, plans, and coordinates all purchasing functions to ensure acquisitions of proper equipment, materials, supplies, and services to meet project and Agency needs.
2. Oversees the creation of procurement activities for outside contract work, ensuring competitive bids are received and reviewed for adherence to budget, procedural, and technical requirements. Responsible for evaluating contract files for compliance with HUD regulations and preparing appropriate forms, letters, and documents accordingly.
3. Solicits competitive, formal, and informal bids and coordinates the necessary advertisements, bid specifications, and pre-bid and bid conferences.
4. Reviews Purchase Requisitions and the applicable policy, regulation, code, or law, and chooses the Method of Procurement (Small Purchase, Competitive Solicitation, Invitation for Bid (IFB), Request for Quotation (RFQ), Request for Proposal (RFP), Qualifications-Based Selection (QBS), and Sole Source).
5. Interviews vendors to obtain information relative to product, price, ability of vendor to produce product, service, and delivery date. Also, continually evaluates their performance and determines standards for continued vendor participation.
6. Recommends or issues changes to the contract, highlighting conditions that could jeopardize contract performance. Makes recommendations on problems of production, delivery, Agency-furnished property, quality assurance acceptance, or other areas affecting the contract.
7. Monitors work performed and notifies contractors in writing of contract deficiencies identified and advises contractors of consequences of not complying with contract terms and general condition items.

8. Works with Property Managers and other user departments to ensure timely and appropriate stock levels and to determine quality/life/performance of the purchased goods and services.
9. Develops specifications and standardizations for inventory of necessary office supplies, equipment, maintenance, and repair needs and monitors usage quantities and frequency through review of inventory reports to track utilization of resources. Calculates and analyzes trends and projections to establish minimum and maximum inventory levels and reorder quantities.
10. Coordinates the delivery of goods with Property Managers and the Department of Capital Improvements, confirming receipt and condition upon delivery.
11. Stores materials and supplies in warehouse, monitors inventory, and issues to Agency employees as needed.
12. Keep records pertaining to items purchased, costs, delivery, product performance, and inventories.
13. Maintains vendor files and performs the purchase order/invoice matching function as well as monitors the status of open purchase orders.
14. Maintains records on purchase price information on both open market and contract purchases and revises as conditions change.
15. Ensures proper payments on invoices and requests special disbursement for emergency purchases.
16. Plans and administers a program of standardization to reduce to a minimum the various sizes, types, styles, and kinds of equipment and supplies purchased.
17. Keeps abreast of all changes and additions to regulations relative to purchasing.
18. Conducts Cost Analysis on short- and long-term expenses.
19. Conducts physical inventory count, at least annually of all materials, supplies, tools, equipment, and fixed assets; conducts interim spot check inventory counts as needed to maintain an accurate inventory system.
20. Attends meetings with vendors, contractors and workshops as required.
21. Prepares weekly and monthly statistical reports as requested.
22. Maintains files for tracking warranties; coordinates warranty repairs as needed.
23. Develops sources for the procurement of supplies, services, and equipment by attending demonstrations, contacting vendors, reviewing professional publications, and establishing personal networks. Investigates and reports on new or tentative products and methods of service.
24. Maintains appropriate recordkeeping, including price histories and difficulties in doing business with particular vendors.
25. Represents the agency in meetings with contractors to ensure a clear understanding of what is required for performance.

26. Monitors work performed and notified contractors in writing of contract deficiencies identified and advises contractors of consequences of not complying with contract terms and general condition items.
27. Responsible for establishing, coordinating, or directing performance for a variety of diverse programs for Minority, Woman, Business, Enterprise Program (MWBE), HUD Section 3 and U.S. Labor Wage rate requirements and verification. Plans, organizes, and coordinates with Contractors, Consultants and Suppliers to assure verification of goals and objectives as stated in the Agency's Procurement Program. Determines goals and objectives that need additional emphasis; develops measures; makes recommendations for program improvement to enhance achievements of the goals and objectives.
28. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
29. Supervising staff level procurement employees (position currently does not have staff).

Job Qualifications:

Candidate must have a Bachelor's degree and/or equivalent education and work experience, one (1) year of supervisory experience (preferred, although, not required), two (2) years of experience in purchasing and inventory control, comfortable working in a fast-paced environment with deadlines, able to read, interpret and write new policies and procedures, great verbal and written communication skills, good knowledge of Word, Excel and PowerPoint, good analytical skills and great customer service/people skills.

Job Required Certifications:

- Procurement and Contract Management Certification

**(must be obtained within the first year of employment)*

Knowledge and Skills

- Must be thoroughly knowledgeable in all areas of Federal, State, and local procurement rules and regulations; State Public Bidding Statutes as applicable, Agency's Annual Contributions Contract (ACC) with HUD and HUD Handbook No. 7460.8 REV-2 or revisions, Procurement Handbook for Public Housing Agencies, and Indian Housing Authorities.
- Ability to interpret regulations and standards, and contracts; for compliance with relevant requirements and Agency standards.
- Working knowledge of specification writing, bidding procedures, cost of labor and materials for rehabilitation projects.
- Skilled in interviewing vendors; persistent in following up on performance and in identifying problems and formulating solutions.
- Ability to present information in a clear, organized, and convincing manner.
- Ability to accurately and completely document in writing appropriate events and activities.

- Ability to establish and maintain effective working relationships with co-workers, contractors, vendors, and other persons outside the Agency.
- Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
- Ability to operate appropriate Agency computer equipment and software packages.

Physical Requirements

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.

- Work is principally sedentary, but may involve some physical exertion, such as lifting to obtain files, records, and eye strain from working with computers and other office equipment.
- Must be able to sit or stand for up to eight (8) hours at a time while performing work duties.
- Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
- Must have vision and hearing corrected to be able to perform essential job functions.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must maintain a professional appearance and portray a positive image for the Agency.
- Must maintain punctuality and attendance as scheduled.
- An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

Benefits:

- Full benefits – health, dental, vision, life insurance and retirement package provided.

Relocation:

- Depending on the candidate, relocation may be provided.

Read and Acknowledge

The Abilene Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Chief Executive Officer.

Employment with the Abilene Housing Authority is on an “at-will” basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED

EMPLOYEE NAME:
(printed)

EMPLOYEE SIGNATURE

DATE

AUTHORIZED AGENCY
REPRESENTATIVE
SIGNATURE

DATE

Revision Date: *January 4, 2024*