

## **JOB DESCRIPTION**

<b>Position:</b>	Director of Procurement
<b>Location:</b>	St. Petersburg, FL
<b>Supervisor:</b>	Vice President of Finance / Chief Financial Officer
<b>Status:</b>	Full-time Exempt
<b>Salary Range:</b>	\$ 68,962.00 - \$101,272.00
<b>Overall Responsibility:</b>	<p>This is a technical position involved in administering the efficient and effective procurement operation of the Authority. Establish and implement practices for routine purchasing as well as contract initiation, monitoring and compliance, ensuring adherence to applicable law and HUD requirements. Work closely with governmental agencies, architects, vendors, contractors, and staff. Prepare reports, assist in the development/maintenance of a Section 3 policy, monitoring Small Disadvantage Business (SDB M/WBE), Section 3 compliance and Davis Bacon monitoring and reporting.</p>

## Duties and Responsibilities

The below statements reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other function areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

### Primary Responsibilities & Essential Functions:

*Primary areas of responsibility and tasks that may typically be expected include (but are not limited to):*

### Contract Management & Bid Process

- Manage the entire bid process from writing specifications to award recommendation and contracting signing.
  - ♦ Administers contractual agreements between the Housing Authority and various contracts procured through various activities and services.
  - ♦ Assists in developing scope of work for Requests for Proposal (RFP's), Invitation for Bids (IFB's), Request for Qualifications (RFQ's) evaluating responses of same, scheduling and monitoring evaluation committees, recommend proposals, filing and maintaining proper documentation, preparing reports and resolutions for proper approvals, advertising for bids and recommending contract awards.
  - ♦ Develops and maintains a current and closed contract register, including notifications to appropriate staff, of expiring contracts with proper procurement documentation for contracts exceeding the formal bid limit.
  - ♦ Works closely with officers and contractors from project proceed date to completion to ensure work is proceeding according to contract specifications.
  - ♦ Ensures that the contractor obtain all required permits from each governmental agency having jurisdiction over the Authority's developments.
  - ♦ Prepares progress reports, other related reports, and maintains a log of projects assigned.
  - ♦ Interfaces with local, state, and federal officials, Authority staff, HUD representatives, residents, and contractors to resolve problems.
  - ♦ Conduct pre-bid meetings, sets up, manage in contract signing meetings with successful bidders.
  - ♦ Set up and participate in pre-construction meetings.
  - ♦ Perform record management functions to include maintain complete vendor and contract files as well as insurance register, claims, and other necessary record keeping related to required contractor insurance.
- Procurement
  - ♦ Develop, review, plan and coordinate purchasing activities.
  - ♦ Interpret and explain applicable rules, regulations, laws, policies and procedures for contract development, monitoring, accounting and auditing.

- ♦ Manages the complete purchasing process from receiving purchase requisitions to placing orders and confirming delivery.
  - ♦ Catalogs or causes to be cataloged all warranties, guarantees, and contracts pertaining to capital purchases and professional services.
  - ♦ Reviews and monitors warranties.
  - ♦ Reviews request for payment for accuracy and submit for approval to make payment.
  - ♦ Negotiate new contracts and contract extensions with vendors.
  - ♦ Manage piggyback agreements.
  - ♦ Gather data and develop reports as necessary.
  - ♦ Ensures compliance with HUD and local government requirements, competitive bidding laws, as well as agency policies and procedures.
- Agency Operations
    - ♦ Coordinates and monitors M/WBE activity, Section 3 Compliance and activities, Davis Bacon Compliance and prepares required reports.
    - ♦ Interpret and explain applicable rules, regulations, laws, policies, and procedures for contract development, monitoring, accountability and auditing.
    - ♦ Communicates with EOS clients regarding procurement process policies and procedures.
    - ♦ Coordinates demolition/disposition activities.
    - ♦ Performs RAMPS and SAGIS Duties.
    - ♦ Performs Federal and David Bacon reporting.
    - ♦ Gather data and develop reports as necessary.
    - ♦ Assist in budget preparation.
    - ♦ Review and recommend improvements to the Housing Authority Procurement process.
    - ♦ Performs other related duties as may be assigned.

### **Required Knowledge, Skills, Abilities and Expectations:**

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#### **Knowledge of:**

- Contract and procurement policies, procedures, and requirements.
- HUD policies and guidelines pertaining to procurement, contracting, Section 3, and the requirements for competitive bidding laws.
- Business processes relevant to procurement and inventory maintenance.
- General plumbing, electrical, air conditioning, refrigeration, construction, painting, and related to purchasing.
- Statistical and analytical methods.
- Business writing.

#### **Skills in:**

- Organization and multi-tasking.
- Data collection and analysis.

- Researching services.
- Judgement and decision making.
- Problem analysis and resolution.
- Oral and written communication.
- Report writing and submission.
- Time management and meeting deadlines.
- Negotiation and resource allocation.
- Mathematical calculations.

**Ability to:**

- Plan and coordinate a variety of comprehensive and complex planning, programming, financing, and architectural programs to subsequently include evaluating the effectiveness of these activities.
- Operate motor vehicle to frequently move between multiple office sites and meetings as necessary to visit agency sites and properties.
- Sit at a desk or conference table and enter information on a computer for extended periods of time.
- Ability to work with supportive resources to the Authority regarding developments.
- Create and monitor budgets.

**Minimum Qualifications & Requirements:**

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- Bachelor's degree in Business Administration from an accredited college or university. Equivalent combination of experience, education and training may substitute for degree as SPHA deems appropriate.
- Three to five years' experience in the procurement of goods and services, preferable in a municipal setting or similarly sized company.
- Computer proficiency in Windows operating system and MS Office software including Word and excel. Able to operate internet applications and email, as well as external vendors' and proprietary software programs.
- Possession of a valid Florida driver's license.

**Approved:**

I confirm having received a copy of the Director of Procurement job description.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

*SPHA is an Equal Opportunity Employer*

*Reasonable accommodations may be made to otherwise qualified individuals with disabilities.*