

## **Gary Housing Authority Job Description**

**POSITION TITLE: Procurement and Contract Coordinator**

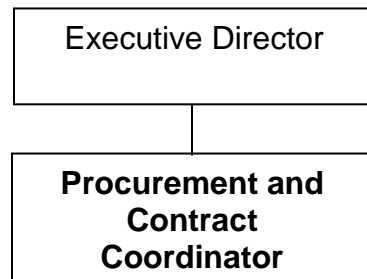
**SALARY RANGE: \$49,106--\$64,432**

**REPORTS TO (Title): Executive Director or Designee**

### **POSITION SUMMARY:**

This position is responsible for leading and directing the Procurement Office Department in direct and indirect reports. Developing an annual plan for procurement including cost savings objectives, as well as process and efficiency improvements; develop procurement and contracting policy, procedures, guidelines and performance metrics; oversee the development of documented category strategies with key customer input, reflecting supply market conditions for all major spending areas; direct and manage the control, management and distribution of materials and supplies to customers. This position is also responsible for planning, coordinating, and assisting in implementing capital improvement programs; monitors and tracks physical needs improvement plans; assists maintenance of all public housing sites. Maintaining all project-related documentation; taking the lead on all capital fund projects.

### **ORGANIZATIONAL RELATIONSHIP:**



### **ESSENTIAL FUNCTIONS:**

#### **Key Function #1:**

Direct and manage the procurement operations of the Housing Authority as well as supervise direct reports

#### **Key Function #2:**

Develop an annual plan for procurement including cost savings objectives, as well as process and efficiency improvements

#### **Key Function #3:**

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Develop procurement and contracting policy, procedures, guidelines and performance metrics, and enforce those standards.

**Key Function #4:**

Oversee the development of documented category strategies with key customer input, reflecting supply market conditions for all major spending areas.

**Key Function #5:**

Direct and manage the control, management and distribution of materials and supplies to GHA staff (internal customers).

**Key Function #6:**

Manage bidding process for supplies by following HUD, GHA and state regulation.

**OTHER RESPONSIBILITIES:**

- Assist business units/client departments/ user departments as needed.
- Evaluate received bids and quotes
- Other duties as assigned

**DECISION MAKING:**

- Follow proper policy and procedure regarding methods of solicitation for procurement activity
- Reconcile proper budget/allocations for eligible Capital Fund expenses
- Issue recommendations for contract award to Executive Staff and Board of Commissioners.

**RESPONSIBILITY FOR RESULTS:**

- Assure that all procurements are made in accordance with policy and applicable regulation.
- Seek the lowest cost and most qualified vendor for all purchases and services.
- Make sure that all capital funds grants are timely obligated and expended.

**RESPONSIBILITY FOR SAFEGUARDING ASSETS:**

After procurement activity is complete, responsible for keeping internal files for auditing purposes. Files are public viewable via a FOIA request.

**KNOWLEDGE/SKILL:**

- Must have a Baccalaureate degree from an accredited college/university
- A minimum of 3 years of professional experience in procurement, contract administration, strategic sourcing, supply chain management, contract law or related field is preferred
- Knowledge of federal/state regulator compliance; public housing modernization requirements; experience working with HUD capital fund programs and HUD Procurement Handbook 7460.8 Rev 2
- Experience in MS Office, MS Project software
- Skilled in estimating construction/renovation activities

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- Ability to develop specific job scope of activity with project schedule
- Familiarity with government/public sector procurement
- Knowledge of the 24 CFR (Code of Federal Regulations)
- Knowledge of 2 CFR Part 200.317-326 and 24 CFR Part 85.36

**PHYSICAL REQUIREMENTS:**

The position requires long periods of sedentary work, performed primarily while sitting; some standing and minor walking; little or no lifting.

**Please submit resume in person or sent via U.S. Postal Service to:**

**Willie Cook, Human Resources  
Gary Housing Authority  
578 Broadway  
Gary, IN 46402**

**Resumes may also be faxed to (219) 881-6414, or sent via email to  
[wcook@garyhousing.org](mailto:wcook@garyhousing.org)**

**No telephone calls will be accepted.  
This position is considered open until filled.**