

PROCUREMENT & PURCHASING MANAGER

Monthly Salary Range: \$7,147 - \$10,614

Last Day to File

Apply Immediately – Open Until Closed

- ***NOTE: ALL of the following documents MUST be submitted in order for your application to be given full consideration and in order for you to be considered:***
 - (1) completed HACA employment application and***
 - (2) completed supplemental questionnaire.***
- ***In addition, submission of a resume and compelling cover letter describing your interest, experience and qualifications, is required.***

JOB ANNOUNCEMENT/RECRUITMENT BROCHURE

A recruitment brochure describing the Housing Authority, the duties of the position and other information is available from the Human Resources Department. This document constitutes the official job announcement.

THE POSITION

This single incumbent management classification is located in the Finance Department and reports to the Finance Director. It is distinguished from other management positions at the Housing Authority by having responsibility for the procurement of goods and services, the solicitation process and contract award, and the drafting, negotiation, documentation and execution of contracts within the Housing Authority.

Purpose:

To organize, direct and supervise the work required to perform a variety of purchasing duties. Establish product standards and specifications, conduct formal bidding processes, develop independent cost estimates, and procure materials, supplies and equipment for the Housing Authority. Conduct outreach to local, small, women and minority owned businesses. Monitor compliance with HUD regulations and the California Public Contract Code for construction and service contracts; recommend appropriate action to effect compliance and to seek appropriate measures for non-compliance. Facilitate meetings with Housing Authority management to determine needs. Responsible for the formal invitation for bid process, requests for quotations and requests for proposals.

Key Responsibilities:

Analyze, plan, organize and direct Housing Authority procurement processes, warehousing of goods, inventory management and disposition. Confer with management staff; perform needs and scope of work analysis to determine appropriate method of procuring goods and services. Review department requisitions for accuracy and compliance. Establish procurement procedures, manage the solicitation process; obtain cost estimates, and develop solicitation protocols for bids, quotations, and proposals. Maintain monitoring and reporting systems to ensure timeliness of procurement activities. Prepare and advertise Invitations for Bids (IFB), Request for Proposals (RFP),

Request for Qualifications (RFQ) and Quotations for Small Purchases (QSP) utilizing the Housing Authority website, local newspapers, and/or trade journals. Analyze solicitation responses for conformance to specifications and determine suitability of respondent to perform requested services based on evaluation criteria or by receiving a responsive, responsible, and reasonably priced bid/quotation. Examine all required documentation, including checking references, licensure, insurance, debarment and suspension status, state registration, and tax identification information, confirming all documents possess the company or individual's legal name. Draft and issue purchase orders; review purchase orders prepared by staff. Negotiate contract and purchase order terms, schedules and pricing. Monitor contracts and purchase orders to ensure vendor compliance with schedules, terms, scope of work, requested products, and correct quantities. Inspect and maintain quality control for supplies and equipment. Executes purchase orders within delegated signature authority. Develop a diverse pool of suppliers including minority and women business enterprises (MBE/WBE); interview suppliers, check references, and obtain product and service information. Manage and monitor MBE/WBE and Section 3 contracting requirements and policies. Ensure compliance with the U.S. Department of Labor and Davis-Bacon Act prevailing wage requirements. Prepare Housing Commission agenda items for information and recommendation of contract awards; attend Housing Commission meetings, present agenda items to Housing Commissioners, answer questions, provide clarification and explain procurement policies. Manage Housing Authority fleet, including scheduled cleaning, preventative maintenance, emergency repairs, and fleet replacement. Coordinate and manage inventories, dispose of excess or obsolete items in accordance with procurement policy. Perform buyer functions for high dollar procurements.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. **Education:**

Possession of a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration or a closely related field; **and**

2. **Work Experience:**

Six (6) years of public or private sector procurement, contract administration, and supervisory experience involving developing and maintaining procurement policies, procedures, and systems.

Desirable Qualifications

A Master's Degree in public or business administration **and** knowledge of government and/or Department of Housing and Urban Development (HUD) procurement requirements.

LICENSE - Possession of a valid California Motor Vehicle Driver's license is required.

EXAMINATION

The examination will consist of the following steps: (1) screening of all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam; (2) review of applications of those candidates who meet the minimum qualifications to select those best qualified to continue in the exam process; and (3) job-related interview (worth 90%) and **there may be** a written exercise (worth 10%). If there is no written exercise, then the job-related interview will be worth 100% of the scoring.

TO APPLY

Application submittals must include: (1) compelling cover letter describing your interest, experience and qualifications, (2) resume, **and** (3) completed HACA employment application and supplemental questionnaire. Applications may be obtained by visiting www.haca.net or in person at the Human Resources Department, Housing Authority of Alameda County, 22941 Atherton Street, Hayward, CA 94541-6633. If you have any questions, please call Human Resources at (510) 727-8517. The Housing Authority will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please call (510)727-8518.

Applicants are responsible for the truth of all statements made in their applications. False statements are grounds for rejection of the application or discharge from Housing Authority employment.

If you have any questions, please call Human Resources at (510) 727-8518. The Housing Authority will make reasonable efforts in the examination process to accommodate disabled applicants.

GENERAL INFORMATION FOR APPLICANTS

The Housing Authority is an Equal Opportunity/Affirmative Action employer. Women, ethnic and racial minorities and disabled individuals are encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex, national origin, age, disability or any other non-job-related factor. *A completed Housing Authority employment application and supplemental questionnaire must be submitted in order to be given consideration.*

EMPLOYEE BENEFITS

Vacation & Sick Leave – Accruals are based on 40-hour work week schedule (full time). Sick leave accrues at the rate of one-half day per bi-weekly pay period. Vacation is granted annually starting with 3 weeks for the first 3 years of service.

Work Week & Holidays – The Housing Authority operates on a 9/80 schedule (offices are closed every other Friday) and on a bi-weekly pay cycle. There are 13 paid holidays and 6 floating holidays.

Retirement – Both the employee and the Housing Authority contribute to the Alameda County Retirement Association (ACERA). Employees hired after January 1, 2013, participate in ACERA's Tier IV benefit plan. The amount of the employee's contribution is determined annually by ACERA and is currently approximately 8.25% of the employee's base salary. The employee's contribution is made on a pre-tax basis.

Health Insurance – The Housing Authority contributes a fixed amount toward employee medical insurance under one of several recognized programs. Dental insurance is fully paid by the Housing Authority. A vision plan is provided through VSP with HACA paying for employee-only coverage; employees pay for dependent coverage.

Long-Term Disability Insurance – Management employees are eligible for long-term disability benefits and the insurance is fully paid by the Housing Authority, subject to the provider's eligibility requirements, age limitations and coverage exclusions.

Flexible Spending Account (FSA) – Employees may participate in an FSA for purposes of paying on a pre-tax basis for those expenses allowed pursuant to Section 125 of the Internal Revenue Code.

Credit Union – Employees are eligible to join a Credit Union.

Life Insurance – The Housing Authority pays the premium for a group life insurance benefit plan.

Management Cafeteria Plan – Non-taxable reimbursements and taxable reimbursements are provided for qualifying expenditures each calendar year.

BACKGROUND INVESTIGATION

An applicant's previous employment may be investigated and references will be contacted. Results of this investigation may be cause for disqualification. Fingerprints will also be taken for a review of any criminal history. Any record of conviction may be reviewed by Human Resources and the Executive Director and may result in termination of eligibility for employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration based on job relatedness.

PRE-EMPLOYMENT PHYSICAL

All prospective employees must pass a pre-employment medical examination before beginning employment. Offers of employment are conditional upon successful completion of this examination. The Housing Authority may disqualify any eligible on the basis of the examining physician's report.



PLEASE SEE NEXT PAGE FOR SUPPLEMENTAL QUESTIONNAIRE