

Absentee Shawnee Housing Authority

Job Description



Position Title:	Procurement Specialist
Immediate Supervisor:	Procurement & Contracting Supervisor
FLSA Status:	Non-Exempt
Pay Range:	\$TBD
Positions Supervised:	None
Summary of Position:	Performs purchase requisitions, assembling contract file information, tracking order status, contract updates and reviews purchase order, service agreements and contract files for inclusion of specific documents or clauses as defined by the procurement policy and procedures of the Absentee Shawnee Housing Authority.

DUTIES AND RESPONSIBILITIES:

- 1) Maintain contractor and vendor files with up-to-date records. Ensure files have current information such as but not limited to: insurance verification, license and proof of Indian Preference, if applicable.
- 2) Prepare meeting and appointment schedules with vendors and contractors for construction projects, bid and proposal requests.
- 3) Solicitate Indian Preference contractor and vendors for ASHA vendor list.
- 4) Perform scanning and filing of records into filing system for vendor/contract files.
- 5) Prepare letters, internal correspondence and other reports as requested by supervisor.
- 6) Assist maintenance staff in ordering supplies and materials for in-house work performed by lead construction technicians.
- 7) Prepare scope of work drafts for bids and proposals for ASHA's supplies, material and service needs.
- 8) Perform audit on inventory records on all tracking of equipment purchased for ASHA.
- 9) Stay up to date on ASHA's policies, HUD regulations and other requirements related to procurement and contracting for NAHASDA assisted programs.

Absentee Shawnee Housing Authority Job Description



Imm< at Shm"11(,.

- 10) Perform bid, proposal, and contract requests for ASHA.
- 11) Obtain quotes and estimates from vendors when supplies and equipment are needed for ASHA.
- 12) Prepare professional and construction service agreements in accordance with ASHA's procurement policy and procedures.
- 13) Manage home rehab programs and reasonable accommodation rehab for ASHA in accordance with the Home Rehab Assistance Policy and Reasonable Accommodation Policy.
- 14) Other duties assigned by supervisor.
- 15) Must adhere to the Rules of Confidentiality.

DESIRABLE KNOWLEDGE.,_ SKILLS AND ABILITIES:

- Must have knowledge of rules and regulations of the Indian Housing Programs especially in procurement and contracting.
- Must have working knowledge of applicable Federal, State and Local Codes.
- Must have exceptional organizational skills, willingness to accept responsibilities, take instruction and follow through with assignments until complete.
- Must be skilled in record keeping and reporting, must be able to deal courteously and tactfully with contractors, co-workers, and program participants.
- Must have good judgment and be able to handle confidential matters.
- Must be able to perform assigned duties with minimal supervision.

QUALIFICATIONS:

- 1) College degree or equivalent combination of education and experience for qualification at the Option of the Executive Director. High School Diploma or GED mandatory.
- 2) Exceptional typing and computer skills.
- 3) Ability to communicate effectively with participants, Federal, State and Local Agency Personnel, Private Contractors and the public at large.
- 4) Exceptional English skills in written correspondence and conversation with the ability to express an idea or activity in written, oral and visual terms.
- 5) Ability to handle **confidential** matters.

Absentee Shawnee Housing Authority Job Description



- 6) Must show initiative and responsibility in performance of duties.
- 7) Must have a valid Oklahoma driver's license and be insurable.

I have a basic understanding of the duties and responsibilities as described in this job description.