

BROWARD COUNTY HOUSING AUTHORITY JOB DESCRIPTION

Procurement Director

Department/Unit:	Finance	Pay Grade:	12
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Job Summary: Serves as an integral member of the BCHA management team. Responsible for ensuring proper performance for effective procurement and contracting, ensuring compliance with the terms of contracts, and safeguarding the interests of the agency in its contractual relationships.

- Responsibilities:**
1. Implements and maintains policies, procedures, bid documents and other related documentation to maintain proper and consistent control of the contracting function.
 2. Administers the solicitation process including as necessary the performance of market analysis, compilation of bidder's lists, serving as the point of contact for all questions during procurement. Evaluates bids, conducts pre-award surveys, and provides overview on selection of teams for proposal evaluation. Reviews proposals and bids and makes decisions relative to "responsibleness" and "responsiveness" of offers. Ensures that all contractors receive impartial, fair and equitable treatment.
 3. Assumes responsibility and oversight of large and complex purchases involving use of invitations to bid, requests for proposals (RFPs) and qualifications-based solicitations.
 4. Reviews Scopes of Work (SOW) to compare to internal cost estimates and confirms procurement methodology.
 5. Provides operational support and advice to management and staff in relation to procurement, contracting and contract management.
 6. Analyzes new law, regulations, and contract trends for potential impact on the company's objectives.
 7. Reviews language and submittals (bonds/insurance) in contracts/agreements to ensure compliance with regulations and BCHA policy; proposes alternate language; requests revisions; negotiates terms; executes final document or recommends execution.
 8. Trains employees on the procurement process, purchasing procedures and policies, and keeps them apprised of changes as needed.
 9. Arranges and oversees the disposal of surplus equipment and materials.
 10. Supports the overseeing of BCHA's adherence to public records requests.
- The items listed above are intended to provide an overview of the essential functions of the job. This is not an exhaustive list of all functions and responsibilities that the position may be required to provide.*

Job Location:	Central Office	Education:	Four-year degree with major coursework in public or business administration or related field.
Supervisory:	Yes	Years of Experience:	Five or more years working in government in a procurement/purchasing function with at least one year in a leadership role.
Employment Status:	Hourly, Full-Time	Employment Type:	Employee
Annual Pay Range:	\$59,757-\$95,612	Reports To:	Chief Financial Officer (CFO)
Number of Positions:	1	Cost Allocation:	100% COCC
EEO Code:	First/Mid-Level Management	Licenses/Certifications:	N/A

- Competencies:**
- Knowledge of procurement management as it relates to the principles of public procurement administration and purchasing, data collections, and report preparation. Experience with HUD procurement regulations preferred.
 - Ability to organize, direct, and implement a comprehensive procurement program.
 - Experience in procurement processes including RFPs, RFQs, quotes, and other forms of vendor solicitations.
 - Professional certifications such as Certified Public Procurement Officer (CPPO), Certified Public Procurement Buyer (CPPB), or other similar designations.
 - Intermediate skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook).

Physical Demands:	<ul style="list-style-type: none"> • Occasional standing, walking, sitting; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing; occasionally lifting and/or moving up to 25 pounds; • Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus; • The noise level in the work environment is usually quiet to moderate.
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Approval Date:	11/01/2017	Approved By:	Peter Jannis, Chief Financial Officer
Approval Date:	11/01/2017	Approved By:	Ann Deibert, Chief Executive Officer
HR Last Update:	11/01/2017	Updated By:	Roy Lantz, VP HR/Risk Mgt.

My signature below indicates that I have received a copy of this Job Description, have reviewed the contents, understand the job requirements, and can perform the essential job functions with or without reasonable accommodations.

Employee Signature
Date