



# Procurement/Contracting Specialist

## POSITION DESCRIPTION

<b>JOB CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>SUPERVISION EXERCISED:</b>	<b>None</b>
<b>TEAM:</b>	<b>Accounting</b>
<b>SUPERVISOR:</b>	<b>Controller</b>
<b>DATE:</b>	<b>August, 2017</b>

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### JOB DESCRIPTION/SUMMARY

Under the direction of the Controller and a part of the Accounting Team, this position is responsible for creating and managing (including coordinating and reporting) purchasing/procurement activities, managing contracting activities, project coordination and implementation of major purchasing decisions, as well as enforcing vendor agreements, etc.

### ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Create, manage, and publicize requests for quote, proposal, qualifications, bid, and/or information in coordination with applicable Leadership and Executive Team members.
- Coordinate, implement, and document fair and consistent evaluation of responses to achieve and execute impartial and prudent vendor selection.
- Evaluate vendor performance and ensure contract stipulations are being enforced properly.
- Assist, as requested, in negotiation of terms and conditions and details of major purchases (i.e., shipping, insurance, delivery deadlines, etc).
- Communicate with employees regarding the status of their purchasing/contracting requests.
- Document project/procurement files and enter data necessary.
- Obtain and retain necessary documentation to assure lien-free project completion before issuing contractor payments
- Establish a rotating annual calendar of solicitations to be issued, work with applicable staff members to create scope of work and/or project specifications, and issue solicitations in a timely manner
- Prepares or coordinates, by the deadline, all applicable reports, financial records, and any other reports necessary.
- Conduct outreach to potential vendors to maximize competition
- Purchase office supplies
- Provide support during budget process for researching expenses
- Perform other duties, as assigned

## **ESSENTIAL JOB REQUIREMENTS**

- Treats people with respect and work with integrity and professional ethics, upholding the agency's values and mission. Represents the agency in a positive, professional and ethical manner at all times. This specifically includes abiding by all of the ethical rules outlined in the Employee Handbook.
- Follow Grand Junction Housing Authority (GJHA), U.S. Department of Housing and Urban Development (HUD), Financial Partners and Colorado Housing and Finance Authority (CHFA) policies, procedures, rules and regulations, where applicable. Must have or acquire a working knowledge of all pertinent regulations applicable to the position.
- Makes rational and appropriate decisions. Writes and communicates clearly and professionally.
- Adapts well to change in the work environment. Works with frequent interruptions and responds calmly and professionally to emergency situations. Demonstrates the ability to provide quality services to a culturally diverse population. Must be respectful and professional at all times.
- Maintains the utmost confidentiality of all vendor, proposer, applicant, participant and tenant information.
- Must be a team player and act at all times in a manner that is in the best interest of GJHA. Establishes and maintains effective working relationships with other employees and vendors. Ability to work in a team environment placing the interests of the team above own.
- Communicates and reports to the appropriate member of the Leadership and/or Executive Teams, any matters regarding liability and risk management issues as well as any suggestions to improve or enhance agency operations.
- Attend scheduled meetings with the Controller, Director of Development, Asset Manager, Vendors and others to discuss various items of concern and/or interest to both parties.
- Uses a time management system and other organizational tools set up by the GJHA.
- Minimal out of town training may be required
- Responsible to maintain office in a neat and clean manner. No information relating to applicants and tenants, including files and computer screens, visible to office visitors or left on the desk after work hours.

## **QUALIFICATIONS / SKILLS NEEDED**

- Associates Degree or equivalent; Bachelor's Degree or equivalent from four-year college strongly preferred
- Education and/or experience in project management, contracting or purchasing preferred- 4 years or more or equivalent combination of education and experience.
- Experience working with project management or purchasing software/systems preferred
- Proficient in Microsoft Excel
- Knowledge of standard purchasing/procurement practices, contract management, and project coordination
- Ability to maintain detailed information in an organized and accessible manner

- Ability to prioritize daily work assignments to meet established deadlines
- Ability to complete and/or publish solicitations, contracts, and notices in a consistently accurate manner
- Ability to interact with vendors, co-workers and the public in a professional and courteous manner
- Ability to maintain a high degree of integrity at all times, particularly when dealing with accounting, vendor and contracting transactions
- Skill in the use of a calculator, smart phone and computer software including Excel spreadsheets and Microsoft Office products
- Requires a valid Colorado Driver's License and the ability to be insured at standard rates
- Criminal background checks and a pre-employment drug screen are required