

HOUSING AUTHORITY
of the
COUNTY OF MONTEREY

PROCUREMENT AND CONTRACT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform all general service functions for the Authority; to receive, review and process purchasing requisitions into purchasing orders; to prepare requests for proposals and qualifications and prepare contractual obligations; to manage agency insurance policies; and to manage fleet.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Finance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan and coordinate all purchasing and related administrative activities of the Authority; obtain the proper equipment, materials, supplies and services to meet Authority needs.
2. Negotiate, develop, administer and review contractual agreements to meet Authority needs.
3. Receive, review and process purchasing requisitions from authorized personnel; prepare purchase orders for necessary supplies within established financial limits.
4. Coordinate insurance policies/programs with various brokers and underwriters to ensure proper coverage of Housing Authority real assets, leased assets, health and Worker's Compensation.
5. Prepare and recommend purchasing policies and procedures in compliance with state and Federal procurement policies and guidelines; read and interpret HUD procurement guidelines and specifications.

6. Serve as contract manager for service contracts; coordinate all contract maintenance on office equipment; maintain contact with vendors and contractors to ensure timely repair and service availability.
7. Research vendors, suppliers and manufacturers for efficient and effective quality service; develop new sources of supply; handle special purchases and rush orders.
8. Negotiate with vendors and prepare specifications and contracts; review and analyze bids and recommend contract agreements with suppliers.
9. Examine performance requirements, delivery schedules, and estimates of costs of material, equipment, and production to ensure completeness and accuracy.
10. Resolve claims and disputes by listening to the positions of all parties and attempting to mediate the differences or else recommend an Agency position if the dispute cannot be resolved.
11. Interact with accounting personnel to ensure reconciliation of invoices with purchase orders; facilitate prompt payment to vendors and perform cost/price analysis.
12. Purchase or lease all Authority vehicles.
13. Analyze problems, evaluate alternatives, and implement creative recommendations.
14. Prepare and issue bid packages, ensuring compliance.
15. Award contracts; issue change orders; approve issue of materials to contractors; ensure compliance with federal labor standards.
16. Resolve disputes and claims and close out files upon completion of construction.
17. Manage the purchasing and contract compliance.
18. Supervise the procurement of supplies and building materials.
19. Manage an effective loss control/prevention program and manage the procurement of services.
20. Write and review all Requests for Proposals, contracts, bid documents and quotes and ensure contract and policy compliance.
21. Support the general services.
22. Receive and review purchase requisitions for accuracy, completeness and proper authorization.
23. Contact vendors to obtain prices, terms, technical descriptions and other pertinent information.
24. Expedite purchase orders. May approve or issue change orders.

25. Draft the review of items such as contracts, requests for bids, proposals, and service agreements.
26. Issue requests for quotations and formal bids. Receive and review quotations on bids and recommend awards to City Council.
27. Recommend and monitor budget and maintenance contracts for postage meters and copiers.
28. Analyze and interpret data and prepare summary reports.
29. Comply with purchasing policies and procedures. Make recommendations if policies need to be updated to meet federal and state requirements and/or to improve procurement and contracting process.
30. Initiate or assist in the preparation, solicitation, advertisement, evaluation and award of bids and requests for proposals for all goods and services procured by the Authority.
31. Maintain a supplier database and correspond with suppliers regarding requirements, bids, awards, and/or disputes.
32. Maintain maintenance and service records for Authority's vehicles. Assist in the inspection of vehicles and schedule repairs and routine maintenance.
33. Maintain all purchase records and files in accordance with Authority's policies.
34. Audit invoices and bills for goods and services.
35. Maintain accurate purchasing files and records; contract files, maintain vendor performance, price history and catalog files.
36. Perform related duties and responsibilities as required.
37. Maintain regular and consistent attendance.

QUALIFICATIONS

Knowledge of:

- Principles and procedures of purchasing.
- Methods and techniques of purchasing contract negotiations, mediation, and arbitration.
- Principles and procedures of record keeping.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Perform complex purchasing and related administrative activities.
- Receive, review and process purchasing requisitions.
- Negotiate purchasing contracts with vendors.
- Analyze contractual situations and resolve problems and formulate and evaluate contract changes.
- Maintain accurate purchasing records, files and logs.
- Work on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.
- Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
- Interpret and apply regulations to specific financial and purchasing transactions.
- Function independently or with minimal supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible general service experience, preferably in procurement and contracting in public sector.

Training:

Bachelor's degree from an accredited university in business administration or a related field. Professional certification highly desirable. (C.P.M., A.P.P., CPP, CPPM, CPPB, CPPO)

WORKING CONDITIONS

Environmental Conditions:

Office and warehouse environment; exposure to computer screens, noise, dust.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; bending, kneeling, heavy, moderate or light lifting and carrying.

LICENSE OR CERTIFICATE

Possession of or ability to obtain an appropriate, valid California driver's license within 30 days of employment.

INSURANCE

Be insurable by the Housing Authority's insurance carrier.