



## **Procurement Specialist**

### **COCC/Exempt**

This position is primarily responsible for assisting with coordinating, facilitating, and expediting all procurements for the Harris County Housing Authority (HCHA) utilizing all appropriate procurement methods.

The Procurement Specialist is required to perform all procurement related tasks in accordance with the established process, HCHA Policies and Procedures, applicable federal, state, and local regulations, including the U.S. Dept of Housing and Urban Development (HUD) procurement regulations and guidelines.

#### **PRIMARY RESPONSIBILITIES**

- Perform all procurement related tasks.
- Assist in the preparation of the scope of work as required for all procurements.
- Prepare solicitation of documents of various degrees of complexity.
- Facilitate all levels of the procurement process from advertising through contract award.
- Evaluate and analyze response to solicitations and make recommendations for award.
- Prepare bid tabulations and scoring matrices from vendor responses to open solicitations.
- Accurately maintain all supporting files and documentation for each assigned procurement.
- Coordinate and collaborate with HCHA CEO and Directors to develop appropriate specifications, scope of work, and all related procurement materials.
- Conduct pre-bid and pre-proposal conferences if needed.
- Prepare notices for procurement if necessary.
- Source and interview potential vendors regarding their products and services.
- Ensure awarded vendors are in good business standing.
- Prepare post solicitations to be posted online.
- Conduct negotiations with vendors, if necessary.
- Facilitate the resolution of procurement related issues.
- Collect data and prepare reports as needed.
- Comply with the procurement requirements of HUD, HCHA, competitive bidding laws, and applicable state and federal procurement laws.
- Perform other procurement-related duties as assigned to support HCHA.
- Maintains confidentiality of necessary information.

#### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in supply chain management, Business or related field from an accredited college or university preferred.
- Minimum three years of purchasing experience, preferably in a public capacity with a public housing authority. Direct related professional experience may be substituted for education on a year-by-year basis.
- Certified Professional Public Buyer (CPPB) or possess some credits towards a purchasing certification preferred.
- Knowledge of federal, state, and local laws, rules, and regulations pertaining to procurement.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective and courteous relationships with other employees and other business contacts.

## WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is largely sedentary requiring up to eight hours in a seated position.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with Authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must occasionally lift and/or move up to 25 pounds.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact [hr@hchatexas.org](mailto:hr@hchatexas.org).