



Job Description

Job Title:	Procurement Officer	Department:	Procurement
Reports To:	Executive Director	Job Category:	Professional
Location:	Lafayette, LA 70501	Travel:	Up to 40% within locale
Pay Range:	Discussed during Interview	Position Status:	Full-time Monday – Friday 8:00 a.m. – 5:30 p.m. Evenings and weekend work as needed.
Exemption Status:	Nonexempt	EEO Classification:	5150
Revised By:	HRinMotion, LLC	Date:	October 2018
Approved By:	Yvonda Bean, Executive Director	Date:	October 2018

General Summary

Under the direction of the Executive Director, the Procurement Officer is responsible for coordinating, facilitating, expediting, and executing various procurement-related tasks for the Lafayette Housing Authority (LHA). The Procurement Officer performs all procurement-related tasks in accordance with established Housing Authority policies and procedures, applicable state and local laws, and the Department of Housing and Urban Development (HUD) Procurement guidelines. The incumbent provides all the necessary administrative and clerical assistance needed to support procurement efforts.

The LHA offers a competitive compensation package to include medical, dental, vision, and life insurance.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Process purchase orders, expedite the delivery of requested goods and services, follow-up on back orders, and facilitate the reconciliation of orders that do not meet the needs of the requesting department(s).
 - a. Ensure purchase orders have the appropriate supporting documentation and identify purchase orders that have exceeded the competitive threshold.
 - b. Contact/interview vendors and contractors regarding their products and services, back orders, and invoice discrepancies.
2. Create and maintain with a high degree of accuracy, a comprehensive record keeping system consisting of various procurement-related logs, reports, files, tabulations, analyses, performance, and vendor lists.
 - a. Ensure that potential bidders have provided LHA with complete information when they register to do business with LHA and notify them when a solicitation has been issued that matches their registration profile.
3. Write solicitations (i.e., Request for Proposals, Qualifications Based Solicitation, Invitation for Bids, Request for Quotations).
 - a. Issue and process solicitations, evaluate submittals, and negotiate prices.
 - b. Monitor and track key procurement-related dates (e.g., contract expiration, certificate of insurance, blanket purchase order, warranties).
4. Maintain professional relationships, negotiating supplier agreements with all contractors and vendors of goods and services.
 - a. Monitor what the company purchases, delivers and spends to determine if goods are meeting performance demands and company needs.
 - b. Verify the delivery for completeness of work or services to ensure contract performance requirements are met.

Qualifications

- High School Diploma. Bachelor's degree in Business or related field is strongly preferred.
- Minimum of three (3) years procurement experience in the public housing authority industry. Must have Rental Assistance Demonstration (RAD) and state (Louisiana) contract experience. Experience working with 100+ housing authority units is strongly preferred.
- Bondable.
- Certified Professional Public Buyer (CPPB) or some credits towards a purchasing certification is preferred.
- Must be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Must demonstrate knowledge of HUD regulations, public procurement regulations and practices, and job-related mathematics (e.g., life cycle costing, averaging, and mean calculations).
- Must complete the Agency's required procurement course within the first six (6) months of employment.
- Must successfully complete a criminal background, drug test, and driving record check.
- Required Competencies:
 - Analytical – Synthesizes complex or diverse information; and proven data management skills.
 - Communications – Effectively expresses ideas and thoughts verbally and in written form; ability to build and maintain relationships; exhibits good listening and comprehension; and keeps others adequately informed.
 - Customer Service – Manages difficult or emotional situations; responds promptly to needs; establishes and maintains effective relations; exhibits tact and consideration.
 - Job Knowledge – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
 - Mathematical Skills – Ability to add, subtract, multiply, and divide using whole numbers, common fractions and decimals; ability to compute ratios, rates, and percentages.
 - Planning/Organizing – Prioritizes and plans work activities; uses time efficiently to meet deadlines; manage multiple tasks; sets goals and objectives; responds effectively to changing priorities; follows instructions and responds to management direction.
 - Problem Solving- Identifies and resolves problems in a timely manner; gather and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
 - Project Management – Coordinates projects; communicates changes and progress; and monitors project team activities.

Lafayette Housing Authority is an equal opportunity employer.

Working Conditions

The employee will be working in a normal office environment; however, the incumbent may travel between LHA worksites.

Physical Requirements

While performing the duties of this job, the employee will frequently sit, stand, walk and reach. The incumbent may need to lift files or packages periodically. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The incumbent may be required to represent the company at potential company worksites.

Other Duties

This job description is intended to describe the general nature and work performed by employees, but is not a complete list of activities, duties or responsibilities required of personnel. Furthermore, other duties, responsibilities and activities may change or be assigned at the discretion of the employer. At which time, a revised job description will be dispensed to include any added and/or augmented essential functions.

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Direct Reports

No direct reports.

Signature

Employee signature below constitutes employee's acceptance of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

Original: Personnel File Copy: EE