



## Position Description:

**Title:** Procurement Coordinator  
**Supervisor:** Director of Finance  
**FLSA Status:** Non-Exempt  
**Department:** Finance

### Position Summary

Responsible for assisting the Director of Finance and Finance Department in maintaining the Authority's procurement management and inventory. Performs a variety of tasks related to but not limited to, purchasing all of the Authority's materials, equipment and services.

Performs a variety of tasks involving procurement for the Capital Funds Program (CFP) and maintenance department, including repair of facilities and contracts for professional services involving legal, consulting and construction, etc. Storage and issuance of materials and/or office supplies which includes equipment, office products, office equipment, furniture and materials. Duties include the following:

### Essential Duties and Responsibilities

*The below statement is intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

1. Provide support to the Director of Finance and Finance Department in all daily activities requested.
2. Follows established office procedures, procurement and Housing Authority policies.
3. Knowledge of proper conduct in dealing with the public and telephone etiquette.
4. Ability to maintain confidential data and information for executive and administrative staff.
5. Responsible to follow procurement in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, US Department of Housing and Urban Development regulations.
6. Reviews and monitors all purchasing function in compliance with local, state and federal regulations.
7. Keeps abreast of all changes and additions to regulations relative to 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
8. Solicits competitive, formal and informal bids and coordinates the necessary advertisements, bid specifications, and pre-bid and bid conferences.
9. Interviews vendors to obtain information relative to product, price and ability of vendor to produce product, service, and delivery date. Also, continually evaluates their performance and determines standards for continued vendor participation.
10. Evaluates quotes and competitive proposals and awards contracts or makes recommendations.
11. Verify Office Specialist, with Maintenance Department, receives materials and supplies and verifies that type, quality and quantity received are correct.
12. Stores materials and office supplies, monitors inventory, and issues to Authority employees as needed, assist in tabulation of periodic cycle counts and fiscal year end tabulation of inventory.
13. Keep records pertaining to items purchased, costs, delivery and product performance.
14. Maintains records on purchase price information on both open market and contract purchase files and revises as conditions change.
15. Responsible for maintaining vendor files and performs the purchase order/invoice matching function as well as monitors the status of open purchase orders.



16. Reviews and processes requisitions and purchase orders for materials and supplies needed for the Housing Authority.
17. Assists in the counting and reporting of physical inventory and valuation, at least annually, of all materials, supplies, tools, equipment and fixed assets; conducts interim spot check inventory counts as needed to maintain an accurate inventory system.
18. Prepares recommendations for disposal of obsolete or damaged inventory items. Upon approval, assists in coordinating the physical disposal of the items; responsible for recording disposal of all items.
19. Handles discrepancies with vendors following established Housing Authority policy guidelines and procedures and good business practices.
20. Attends meetings with vendors and contractors, board of commissioners, and workshops as required.
21. Prepares routine and special reports as requested by the Director of Finance and/or the Executive Director.
22. Maintains updated list of all active contracts and leases for review by the Director of Finance and/or the Executive Director.
23. Prepares reports for the Board of Commissioners regarding procurement matters, such as Request for Qualifications, Requests for Proposals, disposition of obsolete items, and other related items.
24. Ensures proper payments on invoices are supported and requests special disbursement for emergency purchases from the Executive Director.
25. Assists Director of Finance in obtaining data request by the external auditor.
26. Makes recommendations on process changes and/or process implementation.
27. Assists with Monitoring agency deadlines and reporting periods for submittal of HUD documents and other critical reports.
28. Assists Director of Finance with the monthly and annual close.
29. Safely operates all vehicles and job-related equipment.
30. Performs other related duties as assigned and/or required to include cross-training of other accounting duties.

## **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral competencies:*

**Problem Solving:** Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with sensitive topics and/or irate customers.

**Customer Service:** understands all PHA employees have external and/or internal customers that they provide services and information to; honors all of the Authority's commitments to customers and residents by providing helpful, courteous and knowledgeable customer service.

**Interpersonal Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; listens to others; establishes rapport when working with others.

**Teamwork:** Cooperates with others to accomplish common goals; works with employees within and across his/her department; treats others with respect and maintains a friendly demeanor; values the contributions of others.

**Result Focus:** Consistently delivers required agency results; sets and achieves quality standards and meets all deadlines; maintains focus on Agency goals.



**Accountability:** Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency to maintain the public's trust.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

## **Qualifications**

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

## ***Job Competencies***

- Ability to work with the highest degree of confidentiality.
- Good knowledge of HUD regulations, city, state, and Authority procurement and contracting policies, procedures and practices.
- Knowledge of general office procedures and practices, business English and math.
- Skill in interviewing vendors, following up on performance and persistence in identifying problems and seeking solutions.
- Skill in operating computer equipment and general office machines.
- Knowledgeable in Microsoft Excel, Word, Outlook including Adobe Acrobat software, capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required for assigned tasks.
- Ability to start and complete all assigned work on time and within budget.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective and courteous relationships with employees and other business contacts.
- Above average analytical and reasoning abilities.
- Ability to coordinate several concurrent activities simultaneously.
- Strong interpersonal skills.
- Must regularly participate in continuous improvement and education, which may require traveling in and out of State.
- Ability to communicate bilingually is required, English and Spanish.
- Bondable.
- Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment.
- Eligible for coverage under the Authority's fleet auto insurance.

## **Education and/or Experience**

Associates Degree in Business Administration, Management, Merchandising, or related field from an accredited college or university. Minimum of two (2) years' experience in purchasing and inventory control or an equivalent combination of education and experience. Public Housing procurement/purchasing experience preferred.



## **Technical Skills**

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks

## **Physical Demands**

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.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.

## **Cross-Training**

While employed with EHA, staff will be exposed to cross training. Cross training allows EHA to increase our resources and efficiency by:

- Helping employees acquire and enhance skills, knowledge and abilities.
- Improving understanding of the different parts of departments and eventually of the organization as a whole.
- Leading to better coordination and teamwork.

Staff needs to have the ability and the willingness to be cross-trained in different positions within EHA. This on-the-job cross-training, allows the Agency to also provide staffing flexibility when an employee is absent for a planned vacation, emergency or after a position is vacated.