



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Procurement Manager  
**DEPARTMENT:** Procurement & Contracts  
**DATE POSTED:** 3/21/2024  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Exempt  
**STARTING SALARY RANGE:** **Salary Class D**  
\$81,700 - \$108,400 (Annually)

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## SUMMARY

The Procurement Manager reports directly to the Executive Director and manages three main functions for the Authority. The three functions include Procurement Operations, Contract Administration, including Minority Business Enterprise, Women Business Enterprise and Section 3 Agency Plans and Inventory Management. The function of Procurement Operations manages the Authority’s purchasing process, including vendor bid listing, advertisement and solicitation process. Contracts and Compliance manages the pre-award procurement process, including bids and proposal solicitation, contract negotiations, and contract modifications. This department monitors all of the Authority’s contracts in conjunction with the Office of General Counsel, plans for future procurements, and manages MBE/WBE and Section 3 oversight and reporting. The Procurement Manager serves as the Authority’s contracting advisor and is responsible for providing the Authority with an overall efficient, skillful, and timely procurement process. The Procurement Manager provides assistance with the daily duties of the contracts and compliance support staff and prepares program guideline, status reports, and presentations for the executive staff. This position is also responsible for supervising the inventory management of the agency.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are 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.*

- Researches, develops, establishes, and manages the Authority’s procurement programs and related activities.
- Coordinates, plans, and implements the contractual strategies for the total procurement programs.
- Assists with drafting regulations that govern the procurement program as well as policy and procedures for the Authority to operate by.
- Regularly meets with all divisions heads to convey policies, confirm requests, to advise on anticipated requirements, and to foster better communications and improvement of service.

- Regularly performs compliance duties by rigorously checking all contracts, monitoring contractor and vendor performance, monitors and reports on minority contractor and vendor programs.
- Monitors and evaluates the progress of procurement services towards meeting goals and makes adjustments in objectives, work plans, schedules, and commitments of resource.
- Assist with managing the Authority's local Minority, Women Business Enterprise Programs to meet the Board of Commissioner's commitments.
- Provides daily planning and administration, through subordinates, in the selection, assignment, supervision, promotion, discipline, and training of personnel with the department related to the department's programmatic areas.
- Maintains effective communications and productive cooperation with the vendors, contractors, other agencies, and other HANO departments, in order to maintain a high level of work quality.
- The management responsibility includes the development of specific annual performance objectives for quality, timeliness, and efficient service, by evaluating performance objectives of the entire program and implementing appropriate measures when disciplinary action is warranted.
- Supervise the agency's inventory management process.
- Other duties as assigned.

#### BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

*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:* Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance..

*Interpersonal Skills:* Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; .

*Teamwork:* Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

*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*

- Strong analytical, planning, and organizational skills;
- Strong leadership and interpersonal skills, characterized by compassion but tempered by focus and discipline;
- Strong verbal and written skills with equally strong presentation/standup skills;

- Leadership ability that inspires people to achieve;
- Interest in innovative best practices regarding procurement services;
- Comfortable working within a team context with diverse members;
- Healthy respect for colleagues, employees, and superiors;
- Goal-oriented, project-oriented, and achievement-oriented;
- Strong sense of integrity.

***Education and/or Experience***

Bachelors Degree from an accredited college or university in public administration, accounting, business administration, finance, management systems, planning, or related field, and, five years specialized experience in contracting and procurement, preferably with a housing agency or government agency, including four years progressively responsible management experience. Experience with federal procurement regulations, state bid law, and industry standards. Equivalent combinations of education or experience deemed to be acceptable may substitute for the above. Certified Public Purchasing Officer (CPPO) and/or Certified Associate Contracting Manager (CACM) is preferred.

***Technical Skills***

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, etc. and should be capable of using internet resources for research and developing advanced 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 functions 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.

**EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.