



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Senior Procurement Specialist  
**DEPARTMENT:** Procurement & Contracts  
**DATE POSTED:** 06/17/2024  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Exempt  
**SALARY RANGE:** **Salary Class G**  
\$59,300 - \$75,700 (Annually)

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## SUMMARY

Under the direction of the Procurement Manager, the Senior Procurement Specialist is responsible for coordinating and overseeing the department's daily office administrative activities, monitoring budgets, and file management. This position will also be responsible for the analysis, design, and implementation of departmental administrative organizational processes. The Senior Procurement Specialist will also perform professional level tasks related to the department's procurement and contracts activities in accordance with established business processes, HANO Policies and Procedures, applicable federal, state, and local regulations, and the Department of Housing and Urban Development (HUD) Procurement guidelines.

## 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.*

### Office Administration

- Facilitates the day to day operations of the Department, and recommends and implements improvements to assure the Department is operating in an efficient manner.
- Enters requisitions into the agency financial management system to purchase supplies or services for the department.
- Prepares, develops, and monitors contracts and/or grant agreements, applications, budgets and amendments in accordance with statutory requirements, policies, and procedures.
- Manages the vendor entry process and maintains the vendor portal in the agency financial management system.
- Distributes all procurement and contract documents and purchase orders to vendors, contractors, and HANO Departments in a timely manner.
- Collects and analyzes data and related contractual information to assist in resolving procurement problems and recommends solutions to the Procurement Manager.
- Creates project files in accordance with the department's document management policy.

- Coordinates and schedules regular department staff meetings, prepares agenda, and follows up on action items, schedules and secures pre-bid/pre-proposal meetings, secures all meeting locations, as required.
- Researches and schedules professional training for all department staff.
- Assists with the management and maintenance of the agency credit card and reconciliation process;
- Assists with the oversight of the agency's auction procedures.
- Maintains effective communication and productive cooperation with the vendors, contractors, other agencies, and HANO departments, to maintain a level of quality work.
- Maintains and orders supplies for all department staff and monitors quantities for supplies.
- Oversees and manages the Personal Protective Equipment (PPE) inventory for the agency.
- Monitors and updates contract and monitoring logs and alert internal departments of contract expiration dates.
- Assists the Procurement Manager with the preparation of fiscal year DBE/WBE Section 3 Reports for submission to HUD.
- Communicates with vendors as liaison for inventory related issues.
- Prepares monthly reports regarding agency wide inventory and coordinates with the Finance Department to reconcile agency assets, as required.
- Assists Procurement Manager with fleet management and reporting.
- Manages the fuel usage process for agency fleet; creates and submits fuel usage reports to Finance and user departments; reconciles fuel usage for agency fleet.
- Works closely with the Finance Department on fiscal year end and closeout activities.
- Performs other related duties as assigned.

### **Procurement and Contracts**

- Maintains records, prepares reports and/or correspondence relative to contracts.
- Provides technical assistance to agency personnel, as necessary in the preparation of solicitation documents and contracts.
- Prepares Request for Quotes, Invitations for Bids, and other solicitation documents to solicit goods and services for the Agency.
- Prepares contracts and completes due diligence and verification process for contracts as assigned.
- Prepare bid tabulations and scoring matrices from vendor responses to open solicitations.
- Tracks the approval process of all procurement requests and contracts.
- Assists the Procurement Manager in planning, organizing, and conducting workshops and seminars to inform agency personnel on all contract laws, regulations, and policies and procedures.
- Controls lease/purchase transactions for the agency.
- Collects and analyzes statistical data and related information to assist in resolving procurement problems and recommends solutions to the Procurement Manager.
- Conducts and/or participates in meetings as needed, schedules and conducts pre-bid/pre-proposal conferences as required.
- Follows-up on deliveries, receipt, and quality of materials and services.
- Corresponds with contractors, vendors, and agency staff, verbally and in writing, on contract terms, deliveries, quality and order changes.
- Works with agency personnel to establish standardization of supplies for use throughout the agency.

- Establishes and maintains records of procurement transactions; establishes and maintains files of qualified vendors, procurement policies and procedures.
- Performs other related duties as assigned.

### BEHAVIORAL COMPETENCIES

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

*Problem Solving:* Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well in group problem solving situations; Use reason when dealing with topics that may be sensitive to irate customers.

*Customer Service:* Meet/exceed the expectations and requirements of internal and external customers; Manage difficult or sensitive customer situations; Respond promptly to customer needs; Solicit customer feedback to improve service; Respond to requests for service and assistance in a timely manner.

*Interpersonal Skills:* Focus on solving conflict; Maintain confidentiality; Listen to others without interrupting.

*Teamwork:* Balance team and individual responsibilities; Contribute to building a positive team spirit; Put success of team above own interests.

*Professionalism:* Approach others in a tactful manner; React professionally under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for 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

- Self –Starter; analytical, planning, and strong organizational and time management skills;
- Interpersonal skills, characterized by compassion but tempered by focus and discipline;
- Strong verbal and written communication skills;
- Ability to identify office needs and recommend innovative methods to maximize efficiency;
- Ability to work with minimum supervision and exhibit best judgment;
- Goal-oriented, project-oriented, and achievement-oriented;
- Strong sense of integrity;
- Advanced level of knowledge in Microsoft Office and relevant software programs.

### *Education and/or Experience*

A Bachelor's degree in Business Administration, Finance, or related field from an accredited college or University with five (5) years of progressive experience in public procurement, contracting, and office administration, or an equivalent combination of related education and experience is required. Working knowledge of the purchasing process in a Public Housing Authority or other public entity is required. A purchasing/contracting/procurement certification 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. Monthly off-site visits to HANO's CMD Warehouse to verify inventory count may be required.

**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, 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.

