



Job Title:	Procurement and Contracts Specialist	Reports to:	Chief Finance Officer (CFO)
Status:	Full-Time, Regular	FLSA:	Non-Exempt
Department:	Finance	Location:	IRHA Administrative Office
Schedule:	Monday through Friday	Hours:	8 AM to 4:30 PM
EEO-1:	Professionals	SOC Code:	43-3061
Approved By:		Date:	

Job Summary: The Procurement and Contracts Specialist is under the general supervision of the Chief Financial Officer (CFO). This position will process and provide procurement and contract services for all IRHA departments as requested. This position will also monitor and report on grants as requested by CFO.

Essential Functions:

- Serves as an advisor to other departments in procurement planning meetings and identifying procurement objectives and needs.
- Review purchases for proper procurement and create purchase orders.
- Create, change, and track purchase orders and purchases.
- Oversees contracts activity in order to ensure compliance with IRHA, HUD, and other applicable authority, regulations, statues, directives, and policies and procedures.
- Ensures compliance with all federal laws pertaining to the Davis Bacon Act; ensures all internal control and procedures are in place for contract administration and construction management.
- Reads, analyzes and interprets, technical procedures, and governmental regulations as necessary.
- Monitors prevailing wage requirements under Federal, State and local laws.
- Coordinates a variety of contract administration activities, including the preparation and management of rate and cost adjustments, time extensions, change orders, stop work orders, cure notices, show cause letters, progress payments, final payment, and contract close out.
- Coordinates and/or personally conducts training sessions for department staff and other IRHA departments, contractors, suppliers; to ensure all parties are aware of current IRHA business processes.
- Recommends improvement of purchasing and contract compliance procedures, and cost controls. Identifies problem areas, suggests procedures to better coordinate department activity and streamline processes.
- Establishes and preserves a positive working relationship with IRHA's business partners, clients & customers; to include attending meetings with other IRHA departments.
- Performs assignments independently at full working level with direction from Supervisor for policy, non-routine, problematic or sensitive situations.
- Assist Accounts Payable Specialist and provide support and backup as needed.
- Provide accountability and regular reporting of current grants and other activities to reporting agencies and supervisor.
- Track/monitor projects and activities for current grants and contracts.
- Procure vendor services as needed for overall IRHA business, as requested.
- Serve as the liaison between IRHA and the computer/technology (outsourced) contractor. Provide assistance to employees regarding phone and computer systems. Serve as the main point of contact with IT.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of and skill in the application of procedures for procuring, receiving, storing and shipping

materials, tools and equipment, record and file management.

- Knowledge of governmental contracting and procurement procedures, specifically 2 CFR 200.
- Skill in inventory procedures and techniques.
- Ability to work independently in an environment where judgment must be exercised rapidly.
- Ability to learn, interpret and apply complex and technical regulations, policies and procedures as related to procurement.
- Knowledge of and skill in the application of accounting principles, techniques and systems applicable to government programs, as well as local, state and federal laws as they apply to accounting.
- Knowledge of and ability to establish credibility and use sound judgment in identifying issues that may have a high-cost impact or legal implications for granting agencies; referring those issues to the CFO.
- Skill in the utilization of technology including, computers, accounting software, word processing, database and spreadsheet programs (related to inventory systems) and general office equipment.
- The ability to work under timeline pressures with a high degree of accuracy and attention to detail with constant interruptions and changing deadlines and priorities.
- The ability to perform analytical a problem solving.
- The ability to respond effectively to procurement inquiries.
- Ability to maintain a high level of dependability and be a team member with staff.
- Ability to accurately perform mathematical computations.
- Ability to read and write clearly with large volume of paperwork.
- Ability to effectively understand and clearly communicate verbally with others in person and on the telephone.
- Ability to use tact, maturity and sound reasoning.
- Ability to use discretion and courtesy in dealing with vendors and personnel in the course of work.

Supervisory Responsibilities:

None

Qualifications:

- Bachelor's degree in Business Administration from an accredited college or university.
- Three years of experience performing public procurement activities including large scale procurement of construction and professional services; performing pre-award, contract negotiation and post-award contract compliance activities as described in this class specification.
- Qualifying work experience may be substituted for educational requirements on a year for year basis at the discretion of the hiring authority.
- High School Diploma or GED.

Preferred:

- Bachelor's degree in Business Administration, Experience in public housing and federal guidelines will be viewed favorably. Alaska Procurement Officer (Level III certification) and/or NIGP (Certified Public Purchasing Officer) certification preferred. If the successful candidate is not certified at time of hire, he/she will be required to obtain certification within 3 years of date of hire.
- Experience in a Non-profit entity, Housing Authority, or construction field.

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.