



**ASHEVILLE HOUSING AUTHORITY**  
**165 SOUTH FRENCH BROAD AVE.**  
**ASHEVILLE, NORTH CAROLINA 28801**

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**ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION**

**JOB TITLE: PROCUREMENT AND CONTRACTS MANAGER**

**GENERAL STATEMENT OF JOB**

It is the intent of the President and CEO of the Housing Authority of the City of Asheville (HACA) to create a modern and innovative organizational infrastructure. Creating a compliant infrastructure requires highly trained professionals who respect state, federal and local procurement rules and regulations. Adherence to ethical rules and procurement regulations lowers the risk of the Authority. HACA is seeking an experienced Procurement and Contract Management professional to join the Authority.

Under the express direction of the President and CEO of the Housing Authority of the City of Asheville, or her designee, oversees all purchasing and contract management. The individual selected for this position will liaise directly with the Finance Department and ensure clear communications regarding contracting, Requests for Proposals, Requests for Qualifications, Budget Authorization, and ensure the Authority follows the federal purchasing rules and regulations established by the US Department of Housing and Urban Development. The Procurement Manager is responsible for reviewing bid replies and proposals; and administering contracts/purchase orders for materials, supplies and/or services. This position also requires management and maintaining inventories, and general bookkeeping duties associated with acquisition and transfer of supplies and equipment. Reports to the President and CEO or her designee. (This is an exempt position under FLSA)

To apply, please submit a cover letter and resume via email to [mpierre@haca.org](mailto:mpierre@haca.org), via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications may be obtained on the HACA website at [www.haca.org](http://www.haca.org), or by contact Ms. LaFredia Morris at (828) 258-1222 for an application. Applications will be accepted until this position is filled, and applications received may be used to fill more than one position according to skill and experience. The Housing Authority is an equal opportunity employer.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

- Track and manage all contractual relationships between the HACA and any vendors, contractors, etc.
- Conduct all procurement activities and maintain accurate secured records
- Oversee document retention rules and process

## **PROCUREMENT AND CONTRACTS MANAGER**

- Utilize data entry equipment to record data into computerized records and prepares a variety of periodic reports and records according to established procedures or as requested; submits such reports and records to requesting parties or in accordance with established procedures.
- Conducts all purchasing activities according to the pre-established thresholds
- Researches and prepares specifications and performance conditions to elicit competitive pricing for a variety of commodities and services; Reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; and presents recommendations for award of purchase contracts to vendors meeting rates and conditions most favorable to interests of the Authority;
- Contacts unsuccessful bidders to communicate results in writing and verbally.
- For purchases under the pre-established threshold, Prepares purchase orders based on requests received from Authority departments; prepares purchase orders; verifies supplier invoices and routes them for approval from appropriate personnel; conducts cost and vendor studies, reviewing catalogs and interviewing suppliers; records items to be purchased, dates, department codes and account codes, and submits purchase orders; separates and files returned purchase orders, submitting copies to department originating request.
- Oversees and participates in instruction of Authority personnel on laws, rules, regulations, policies and procedures pertaining to purchasing and procurement; assists department heads in developing budget proposals.
- Reviews all purchase orders to ensure compliance with federal, State and local laws, policies, and procedures; ensure availability of funds for purchases in appropriate budget line items, and approves purchases, as appropriate; reviews invoices, resolving problems or discrepancies, as necessary.
- Inspects materials and supplies received to ensure quality and quantity reconciles with contracted specifications.
- Administers identification, storage and sales of surplus property; organizes sales or donations of surplus properties, including scheduling, advertising, and transporting property to sale site, ensuring adherence to applicable state and local laws.
- Assists in preparation, maintenance and review of stock control records; and determines amount of stock needed to maintain adequate levels.
- Contacts prospective vendors to update bidders list and obtain other information; provides instruction on procurement procedures.

### **ADDITIONAL JOB FUNCTIONS**

- Types forms, letters, memorandums, reports, tabulations, card records and other materials from copy or rough draft with general instructions.
- Communicates when appropriate with HACA attorneys and consults counsel to ensure legal compliance.
- Performs other related work as assigned by supervisory personnel.

The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements

## PROCUREMENT AND CONTRACTS MANAGER

### MINIMUM TRAINING AND EXPERIENCE

- Bachelor's Degree in Business Management, or related field
- 5 years of progressively responsible experience in Purchasing or Federal Procurement;
- Typing Requirement: 80 wpm.

### SPECIAL REQUIREMENT

Ability to obtain certification as a Certified Purchaser by the North Carolina Association of Government Purchasing within a reasonable amount of time. Requires a valid North Carolina driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be able to operate a variety of automated office machines including computers, typewriters, calculators, copier, facsimile machines, binding machines, shredders, postage machines, etc. Must be able to move a negligible amount frequently or constantly. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Interpersonal Communication:** Requires the ability to communicate to and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, invoices, requisitions, bid requests, specifications, contracts, purchase orders, forms, applications, personnel forms and records, etc. Requires the ability to prepare correspondence, bid specifications, reports, purchase orders, invoices, contracts, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to communicate to people with poise, control and confidence.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of professional or technical languages, including engineering, legal, accounting and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determine percentages and decimals; compute discount, interest, profit and loss, ratio and proportion, etc.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

## PROCUREMENT AND CONTRACTS MANAGER

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of HUD procurement regulations
- Thorough knowledge of the State of North Carolina Procurement regulations
- Thorough knowledge of the Procurement Policies and procedures of the Asheville Housing Authority
- Thorough knowledge of the methods and procedures used in preparing purchase specifications, ICE, quotes, and bids
- Thorough knowledge of the formal and informal purchase processes
- Considerable knowledge of the operation of computer-driven word processing, spreadsheet and file maintenance programs
- Ability to apply and interpret policies and to explain these policies to other employees and vendors
- Ability to verify documents and forms for accuracy and completeness
- Ability to maintain accurate inventory and purchasing records and prepare periodic reports from these records
- Considerable knowledge of modern office practices and procedures
- Considerable knowledge of the principles and methods of inventory control, transportation, and record keeping
- Considerable knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services
- Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to work rapidly and accurately with figures
- Ability to prepare bid specifications for a variety of equipment and services purchased by the Authority
- Ability to exercise independent judgment in selecting from items available and cost quotations when recommending purchases
- Ability to understand and follow oral and written instructions
- Ability to effectively express ideas orally and in writing
- Ability to exercise tact, courtesy and firmness in frequent contact with vendors
- Ability to establish and maintain effective working relationships as necessitated by work assignments