**We Are Portsmouth Redevelopment and Housing Authority**

Since 1938 the Portsmouth Redevelopment and Housing Authority has been working to create jobs, expand the City's tax base, improve the quality of life for our citizens and breathe new life into our historic neighborhoods. Today, our dedicated professionals are committed to providing the best customer service to all of our vendors, development partners, and clients. Our mission is to enhance the quality of life for the citizenry of Portsmouth, Va. through resource acquisition, asset management, and pursuing innovative opportunities.

Making our city more inviting than ever means welcoming the best and brightest professionals to our team. We are currently accepting application or resume’ for the following position opening:

**PROCUREMENT MANAGER**

**Starting Compensation:**

Commensurate with experience.

**Position Summary**

Under the direction of the Executive Director, the Procurement Manager is responsible for the proper execution of purchasing of supplies, materials, equipment, or services. Work involves receiving requisitions, consulting with vendors, preparing bid specifications, and awarding bids for the Authority, and ensuring compliance with policies and procedures set forth by the U.S. Department of Housing and Urban Development (HUD) Commonwealth of Virginia and the Authority.

**Position Description**

* Prepares formal, and informal bid specifications; determines vendors to be solicited; invites bids from vendors.
* Write contracts, agreements and technical requests; review and revise scope of work, specifications and contracts; review contracts for conformity to requirements; negotiate specific contract issues as necessary; communicate and coordinate with internal and external clients; assure effective contract execution; monitor purchasing documents for accuracy, completeness, and compliance with Federal, state, and PRHA policies and practices.
* Review and verify funding sources for contracts are consistent with funding source policies and regulations
* Gather documentation required for contract execution; track the course and deadlines of contracts; establish and maintain complex files related to contracts; process contracts through the approval process; resolve issues as needed.

Ensure all procurement purchases are reviewed and approved by the Executive Director, in accordance with funding sources and budgetary procedures.

* Gather information for contracts and solicitations, track legal documents, and processes; maintain, and update contract database and legal information; provide technical guidance to staff in determining needs, and drafting, reviewing, and revising contracts and specifications; provide information to staff and vendors within scope of authority.
  + Review communications, coordinate responses, and assure effective communications between all parties; compile data and generate reports. Update and track a variety of electronic and paper files, records, reports, and technical documents; maintain file integrity and confidentiality by adhering to PRHA policies and procedures.
  + Support the relationship between PRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and PRHA staff.
  + Prepare and obtain quotes for the purchase of office supplies, equipment, and services; researches availability and specifications for supplies and equipment in accordance with Housing Authority standards.
  + Solicit prospective vendors, consult catalogs, other government agencies, and blanket contracts, interview suppliers to obtain prices and specifications for stock and special-order items; prepare summary documentation as required.

**Position Requirements**

1. Possession of the certification as a Certified Public Procurement Buyer (CPPB) or Certified Public Procurement Officer (CPPO) is desirable. Prefer membership in the National Institute of Government Procurement (NIGP) and/or Virginia Contracting Organization (VCO).
2. Selectee must; (1) possess or have the ability to obtain a valid state issued Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.
3. Knowledge of public housing authority procurement processes.
4. Knowledge of general specification standards; generally accepted purchasing principles and techniques; types of materials, supplies, and equipment commonly used in purchasing.
5. Knowledge of computers and equipment and basic principles and procedures of record keeping and reporting, including weekly status sheets.
6. Knowledge of purchasing and materials management techniques.
7. Ability to use a calculator and an adding machine.
8. Ability to write and orally communicate for effective expression and clarity.
9. Ability to communicate effectively over telephone, fax, and other methods.
10. Ability to take ownership of assigned tasks and follow through to completion, keeping all parties informed of any required actions.

**Physical Requirements**

* + - Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
    - Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching.
    - Occasional standing, stooping, and crouching. Ability to lift up to 20 pounds occasionally.

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

**Experience and Training**

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* Minimum of 3 years of experience, in contract management or procurement involving duties such as soliciting, evaluating negotiation and awarding contracts and ensuring compliance with governmental procurement laws, regulations and conditions and an additional four (4) years of professional contract management experience or professional procurement experience.
* Experience procuring high-dollar and complex goods and services using both the bid and the RFP process. Preference given to individuals experienced in public housing authority procurement and contract negotiations.
* Bachelor’s degree in math, business, marketing or closely related field.

**OR:** Five (5) years equivalent combination of education, training and experience.