



## Position Description

<b>Position Title:</b>	Procurement Analyst	<b>Department:</b>	Real Estate Development
<b>Reports to:</b>	Capital Asset Manager	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt	<b>Date Created:</b>	October 2019

### Summary

The primary purpose of this position is to provide support for a variety of procurement activities, including the coordination of procurement schedules, drafting and/or reviewing contract language, and monitoring contract and legislative compliance. The incumbent is responsible for submitting Requests for Proposal (RFPs), Requests for Qualifications (RFQ's) and Invitation for Bid (IFBs). The incumbent is also responsible for overseeing the compliance of all departmental procurement requests as it should correspond with federal, state, and local laws and regulations.

All activities must support the Columbia Housing's ("CH") mission, strategic goals, and objectives.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Provides technical support to the Capital Asset Manager in coordinating the procurement of materials, supplies, equipment, and contractual services per established procedures and requirements.
- Develops and maintains standardized RFPs, RFQs, and IFB templates with appropriate terminology as advised by the Legal Department; prepares specifications, solicitations, and requests for qualifications/proposals.
- Oversees the work of the Procurement Specialist.
- Obtains and reviews competitive bids, quotes, and proposals from vendors and contractors; evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities; assists with the negotiation and administration of contracts with chosen vendors.
- Evaluates and monitors contract performance to comply with contractual obligations; assists in clarifying contract requirements and resolving any conflicts.
- Prepares confidential procurement-related reports, procurement contracts, contract addenda, memorandums, agendas, and letters; prepares routine correspondence and other documentation and maintains procurement and contract files and/or database in accordance with departmental procedures.
- Monitors and maintains statistical, financial, or narrative information regarding procurement and contracts using the CH's computer programs, ensuring data is tracked accurately.
- Receives and responds to inquiries of contractors, staff members, and the general public in a professional and timely manner; provides general contract management assistance as needed; serves as liaison to vendors, suppliers, contractors, and others.
- Attends bid openings and other departmental meetings; accurately transcribes meeting minutes, tabulates bids, distributes, and tracks construction plans and specifications.
- Monitors and maintains CH-wide facility maintenance contracts and enters internal purchase requisitions for CH-wide contracts into purchasing system; prepares receiving documents for entry into accounting payment cycle; maintains the property and liability insurance of vehicle fleet.



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- Prepares orders for the CH-wide acquisition of vehicles, equipment, or supplies.
- Maintains records on fixed assets for insurance and accounting purposes.
- Performs other duties as assigned.

### Behavioral Competencies

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

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### Job Competencies

- Knowledge of the general operations and procedures of CH departments, properties, and HUD housing programs.
- Knowledge of HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Thorough knowledge of the procurement processes.
- Considerable knowledge of contractual terms and conditions.
- Ability to understand and effectively express oral and written instructions.



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- Extensive knowledge of contracting and procurement procedures, types and methods, including formal advertising, negotiation, fixed-price and cost contracts, use of special provisions and incentives and unique regulatory requirements pertinent to diverse procurements.
- Ability to understand, act on, and interpret policies; and to implement regulations and procedures as set forth by the Housing CH and/or HUD.
- Strong skills in fact-finding and analysis, report writing and presentation development.

### Education and/or Experience

Bachelor's Degree in Business Administration or related field and a minimum of four (4) years of experience in procurement administration and compliance. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under the CH's automobile insurance plan at the standard rate.

### Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the 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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

### Read and Acknowledged

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**Employee Signature**

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**Date**

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**Employee Name [printed]**



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