



JOB OPPORTUNITY

Procurement Manager

Organization: Little Rock Housing Authority d/b/a Metropolitan Housing Alliance [MHA]

Title of Position: Procurement Manager

Salary: TBD

Position Type: Full-Time/ Salaried/ Exempt

Closing Date: Until filled

Location: 100 S. Arch Street – Little Rock, AR

Hours: Mon. – Fri.- 8:00a 5:00p

Summary

The Procurement Manager reports directly to the Finance Director and has the responsibility of administering the Agency's procurement, contracting, and purchasing activities while complying with Agency policy, as well as federal, state, and local regulations. In addition to preparing solicitation documents, reviewing and monitoring contracts, and maintaining procurement records, the Procurement Manager will serve as a knowledgeable resource to all Agency staff. Agency-wide duties include, but are not limited to, conducting staff training, implementing process improvements, and communicating policy and/or regulatory updates, etc. The Procurement Manager will also engage in efforts to increase awareness of MHA business opportunities among potential vendors, consultants, and contractors to foster robust and diverse participation in the bidding process. Additionally, the Procurement Manager will engage with leadership in strategic procurement planning and will be tasked with ensuring that purchasing activities align with Agency goals, mission, and values.

Essential Duties and Responsibilities:

- Manage and execute the Agency's operations for procurement and contract administration of all construction, professional services, goods, and purchase services.
- Identify appropriate solicitation methods and prepare solicitation documents notifying the public of bid opportunities.
- Correspond with prospective and awarded vendors, contractors, and consultants as appropriate and in adherence to Agency internal control policies.
- Vet the solicitation and selection processes for Agency procurements to ensure that they are administered fairly and adhere to applicable laws and regulations.
- Review contracts and agreements to ensure terms, conditions and expectations are clear and feasible.
- Conduct training, provide resources, and advise on complex procurement transactions involving construction, professional services, goods and purchased services.

- Assess and resolve issues and establish appropriate procurement options and schedules for procurement transactions.
- Provide recommendations, utilize a variety of tools, and garner user feedback to ensure efficiency, accessibility, accountability, and transparency in Agency procurement processes.
- Implement the Agency's social equity program including HUD's Section 3 employment and business programs, federal and state prevailing wage requirements, apprenticeships and training programs, and women and minority participation opportunities and requirements.
- Monitor, update contract logs, and notify appropriate parties of expiration dates, etc.
- Conduct appropriate auditing and internal control activities to ensure employee compliance with policies and procedures and best practices.
- Oversee and/or conduct compliance reviews across all contracting programs and implement corrective actions as necessary, including any required training.
- Represent the Agency with HUD, state, and independent auditors in reviews of procurement and contracting compliance.
- Prepares monthly reports to provide updates on solicitations, contract status, purchasing needs, procurement plans, etc.
- Engage in activities designed to expand the pool of potential contractors, consultants, and vendors with knowledge about MHA and its contracting opportunities.
- Create and maintain procurement files and any relevant documentation needed to sufficiently chronicle purchasing activities in accordance with Agency records retention policy.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or related field; Must have between 3 – 5 years of verifiable, successful experience in federal procurement and contracting. A combination of relevant and verifiable certifications and work experience, with proof of exceptional performance may be considered in lieu of education requirement.

Must have knowledge of HUD, and other federal, state, and local policies, procedures, and regulations related to the operation of a public housing authority regarding procurement.

BENEFITS

- Medical/Dental/Vision Benefits
- Basic Life Insurance & Supplemental Insurance
- On-site Fitness Center & Wellness Program
- Retirement Plan
- Employee Assistance Program
- Tuition Assistance Opportunities

HOW TO APPLY:

Email resume to HR@MhaPha.org with subject: "Procurement Manager".

Little Rock Housing Authority d/b/a Metropolitan Housing Alliance is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.