



# SAN CARLOS HOUSING AUTHORITY

P.O. Box 740

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[www.sancarloshousingauthority.org](http://www.sancarloshousingauthority.org)

## JOB ANNOUNCEMENT

POSITION TITLE: Procurement Clerk

JOB ANNOUNCEMENT: #2024-055

OPENING DATE: August 15, 2024

SALARY: DOE

CLOSING DATE: September 2, 2024

LOCATION: Peridot

Job applications are available at Peridot, Tufastone, Bylas Sub-offices or can be mailed or emailed upon request.

**Applications are due at the Peridot Office by 4:30 p.m. on the closing date, no exceptions.**

### ESSENTIAL FUNCTIONS:

Works under the direct supervision of the Finance Manager, performing purchasing functions related to buying goods and services required by the SCHA in accordance with SCHA procurement policy, HUD, and other applicable federal and state regulations. Clarifies user specifications, establishes time frames for advertising and pre-bid/proposal meetings, prepares Requests for Quotes, Requests for Qualifications, Request for Proposals and Invitation for Bids; identifies possible vendors/contractors and prepares contracts. Other duties may be assigned at the discretion of the Executive Director.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference.  
Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally-recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.

5. Non-Indian spouse or Non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.

#### **DUTIES AND RESPONSIBILITIES:**

- Recommends procedures to review and evaluate purchase orders for supplies, materials, equipment, and services for completeness and accuracy; advises SCHA staff relating to procurement standards, commodity supply sources and procurement timeliness.
- Reviews contracts and procurement documents and forms for completeness and compliance with SCHA policies and procedures, HUD, and other applicable federal and state regulations; keeps informed of market conditions, trends and new products; and evaluates vendor performance.
- Review and issue Purchase Orders.
- Reviews documentation, pricing and budget availability. Works with department to correct issues.
- Contacts vendors to solicit bids/proposals for materials, supplies and equipment, analyzes and tabulates bids/proposals and quotations for goods and services for both stock and special orders; researches availability, quality and price of items on order and prepare summary documentation placing orders accordingly.
- Researches and develops detailed specifications and scopes of work (SOW); works with SCHA staff to develop and implement solicitations for bids (Request for Qualifications, Request for Proposals, Requests for Quotations, Invitations to Bid); solicits and analyzes proposals and recommends award for purchase, drafting memos as needed for approval. Coordinates review of Sealed Bids. Communicates and acts as a liaison between vendors and department users to develop compromises and resolve contractual problems or complaints; may organize and lead negotiation of contracts.
- Coordinates and monitors buying and procurement follow-up activities to ensure prompt delivery, correction of vendor shortages and damages, and the maintenance of quality control procedures.
- Confers with SCHA staff to determine procurement needs, specifications and areas of standardization; coordinates procurement services and needs with other SCHA departments and outside agencies.
- Develops and administers system for maintaining all procurement documentation. Manages preparation of multiple procurement reports. Presents formal reports to Executive Director regarding procurement recommendations and other related procurement information.

#### **MINIMUM QUALIFICATIONS:**

##### **Education/Experience:**

1. Associates degree or equivalent, Bachelor's preferred, in business or public administration, finance, accounting, management systems, planning, or related field.
2. A minimum of four (4) years' progressively responsible professional procurement experience, preferably in a public agency, which includes contract administration.

3. A combination of appropriate education and experience may be substituted for the minimum educational requirement.
4. Experience in affordable housing programs is preferred.
5. An equivalent combination of education and experience will be considered.

**Knowledge, Skills and Abilities:**

1. Knowledge of HUD, and other applicable federal, state, and local policies, procedures, and regulations related to the operation of a public housing authority regarding procurement.
2. Knowledge of the principles and practices of procurement as identified by HUD and other federal guidelines.
3. Skill in composing accurate and accessible procurement reports and related documents.
4. Skill in managing work through planning, organizing, delegating, and checking for completions of routine work and special projects in order to meet organizational goals and deadlines.
5. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials.
6. Ability to prepare and present ideas in a clear and concise manner in order to address procurement initiatives and issues with staff and leadership.
7. Ability to explain policies, rules, regulations, and procedures.
8. Ability to maintain confidentiality.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

1. Work is generally performed in an office environment.
2. Work may require frequent standing, walking and bending.
3. Incumbents may be exposed to repetitive motion and vision to monitor.
4. Incumbents may be required to operate a SCHA-vehicle.
5. Incumbents may be required to travel to various SCHA Project Sites.

**ADDITIONAL REQUIREMENTS:**

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5 year MVR and be insurable under SCHA vehicle insurance.
4. Must submit college transcripts.
5. Must submit evidence of professional licensure, if applicable.
6. Applicant will be subject to a Federal, State, County, Local and Tribal background check.