



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Procurement Specialist

External/ Internal Posting

Announcement No.: 22-023

DEPARTMENT: Procurement Department
SALARY RANGE: \$53,102 - \$84,947 per annum

OPENING DATE: Monday, May 2, 2022
CLOSING DATE: Until Filled

POSITION SUMMARY: Under general supervision of the Procurement Manager, this position coordinates and procures assigned commodities, services and small construction; and oversee the fixed assets of ProCare System. Employees in this classification perform professional level work. Position is responsible for securing such commodities as automotive, heating, ventilation, air condition equipment, electrical, building materials, hardware, office and safety supplies and a variety of services including temporary employees, pest control and safety systems. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: No direct supervision.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed below.

- **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 SNRHA policies and practices.**
- **Gather documentation required for contract execution; track the course and deadlines of contracts; establish and maintain complex files related to contracts; process contracts through approval process; resolve issues as needed.**
- **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 SNRHA policies and procedures.**
- **Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA 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.**

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Three (3) years of experience in buying, government procurement or materials management;

Education: Associate's degree in math, business, marketing or closely related field; OR a five (5) year equivalent combination of education, training and experience.

LICENSES AND CERTIFICATIONS: Possession of the certification as a Certified Purchasing Manager is desirable.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of general specification standards; generally accepted purchasing principles and techniques; types of materials, supplies, and equipment commonly used in purchasing.
2. Knowledge of computers and equipment and basic principles and procedures of record keeping and reporting, including weekly status sheets.
3. Knowledge of purchasing and materials management techniques.
4. Ability to use a calculator and an adding machine.
5. Ability to write and orally communicate for effective expression and clarity.
6. Ability to communicate effectively over telephone, fax, and other methods.
7. Ability to take ownership of assigned tasks and follow through to completion, keeping all parties informed of any required actions.

Computer skills required include: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Yardi.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a **non-exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

PRE-EMPLOYMENT DRUG TESTING & BACKGROUND CHECK: Satisfactory results of the pre-employment drug test and background check are required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must complete an Employment Application, with an updated resume attached. Applicants can visit www.snrha.org, click on employment tab to complete an Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.