



## **Broward County Housing Authority – Procurement Specialist**

### **Job Summary:**

Administers and oversees organization's procurement methods and initiates bidding processes; procures established and new product and service lines; recommends bid awards; prepares, checks, verifies, and maintains vendor records and supporting documents; provides guidance to BCHA organization on procurement policies and procedures; documents activities in accordance with HUD regulations, BCHA policies, and governmental regulations and contracts.

**Hiring Pay Range:** \$50,374-\$80,598

### **Years of Experience:**

2 years of experience working in government procurement processes.

### **Education:**

Four (4) year college degree with major studies in public administration, business, or social services.

### **Responsibilities:**

1. Prepares and places purchasing orders.
2. Administers bidding process and contracts for vendor performance/compliance to include, but not limited to, preparing bid specifications, evaluating bids, and/or recommending vendors.
3. Supports the bidding process by drafting and advertising of IFB, RFP, RFI and/or RFQ solicitation documents; issues informal quotes and purchase orders.
4. Conducts public bid openings and pre-bid conferences.
5. Evaluates bids and quotations to determine most responsible bidders and makes recommendations based on these determinations.
6. Coordinates and facilitates RFP/RFQ evaluation processes, ensures compliance with bid specifications, bonding and licensing requirements; assists with cost saving analyses and benchmark strategies.
7. Maintains log of all BCHA contracts and contract information for adherence to extension and expiration dates, maintaining the current vendor list, and maintain all BCHA vendor files.
8. Acts as liaison between BCHA and the vendor community in resolving complaints and inadequacies of service; represents the BCHA at government and procurement-related events.
9. Reviews all procurement and contracting activities to ensure compliance and conformity with all applicable Federal, State and Local laws, statutes, rules and regulations guiding procurement activities.
10. Responsible for resolutions of disputes and appeals.

### **Core Competencies:**

- Thorough knowledge of current methods and techniques utilized in procurement management, contract development, commercial laws, recording practices when utilizing federal funds, regulations, and procedures related to procurement.
- Working knowledge of CCNA and construction procurement.
- Ability to operate various office equipment including fax machine, copier, and phone system.
- Intermediate analytical and mathematical skills with the ability to review technical documents, interpret financial/pricing proposals, utilize various ratios, and provide analytical reports in a variety of formats.
- Ability to communicate effectively through verbal and in written means in e-mails, letters, reports, memos, and personal meetings. Basic skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook).

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### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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