



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT
PVA #01-19**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 03/28/2019

Deadline: 04/12/2019

PROCUREMENT MANAGER
Administrative Services
Salary Range: \$ 48,106 - \$52,917 Per Year
Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs complex skilled technical work planning, organizing and managing the Authority's procurement activities, preparing and maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Director of Administrative Services. Limited oversight is exercised over assigned personnel.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

TYPICAL TASKS: (Examples Only)

Prepares, files, and distributes purchase orders related to supported activities; verifies that Davis Bacon Wage Rates are utilized, where appropriate.

Prepares request for proposals, requests for qualifications, and invitation for bids; issues addendums for contracts, if required; ensures proper documents are received on time and signed; compiles and analyzes

tally sheets for best pricing; performs verifications on contractors and requests certificate of insurance; issues purchase orders and change orders, if required.

Creates and manages blanket purchase orders; reviews all purchase documents; assigns commodity codes for each item purchased; maintains file for each vendor; submits purchase documents to Finance for payment.

Manages vehicle fleet and equipment; ensures annual or semi-annual maintenance is conducted; maintains files for vehicles and equipment; authorizes vehicle/equipment repairs; analyzes and recommends replacements of vehicle/equipment; disposes of vehicles/equipment; prepares fuel charge sheet for Finance.

Prepares reports and other types of correspondence; prepares and maintains files and records.

Responds to inquiries by phone and email.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all methods, procedures, policies, and activities related to purchasing and inventory control activities; thorough knowledge of all regulations and standards for quality, cost, and service requirements; thorough knowledge of the records and reports which must be prepared and maintained; thorough knowledge of procedures required for obtaining quotes, bids, and vendor services; thorough knowledge in the use of computers for the entry and maintenance of data; skill in the operation of a variety of office machines and computer; ability to understand and follow complex oral and written instructions; ability to perform various purchasing and delivery functions; ability to perform mathematical computations with speed and accuracy; ability to communicate and present ideas clearly and effectively both orally and in writing; ability to prepare and maintain records and reports; ability to use general office equipment such as computer, calculator, etc.; ability to establish and maintain effective working relationships with vendors, associates, and the general public.

EDUCATION AND EXPERIENCE:

Associates/Technical degree with coursework in business management, finance, or related field and considerable experience in the procurement of goods and services preferably for a housing authority, or equivalent combination of education and experience.

WORKING CONDITIONS:

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain Housing Agency Procurement Assistance certification within one year of hire.

Valid driver's license in the Commonwealth of Virginia.