

# Charleston County Housing and Redevelopment Authority (CCHRA)

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## [Procurement Specialist](#)

*(Click on job title to proceed to [Indeed.com](#) to submit resume and application)*

CCHRA is seeking a Procurement Specialist to support the Authority's procurement process by executing effective, efficient, and uniform methodologies that ensure compliance with all federal and state regulatory requirements **for all managed properties**. **CCHRA is an Equal Opportunity Employer. An application may be downloaded from the CCHRA website. You may also apply through [Indeed.com](#) and attach the completed application when you apply. A completed application will be required for further consideration and may be mailed or dropped off at the office. Only applicants who meet the following qualifications and requirements will be contacted. CCHRA conducts pre-employment drug and alcohol screen and background check.**

### Education and Experience

Bachelor's degree from an accredited college or university with concentration in accounting, business administration, or closely related field or five (5) years of increasingly responsible purchasing experience with a hardware supplier or other large-scale residential maintenance operation or an equivalent combination of education and experience.

Procurement and Contract Management Certification a plus.

### Job duties may include but not limited to:

1. Review Purchase Requisitions and the applicable policy, regulation, code, or law, and choose the Method of Procurement (Small Purchase, Competitive Solicitation, Invitation for Bid (IFB), Request for Quotation (RFQ), Request for Proposal (RFP), Qualifications-Based Selection (QBS), and Sole Source).
2. Oversee, plan, and coordinate all purchasing functions to ensure acquisitions of proper equipment, materials, supplies, and services to meet project and Authority **or managed properties** needs.
3. Oversee the creation of procurement activities for outside contract work, ensuring competitive bids are received and reviewed for adherence to budget, procedural, and technical requirements. Responsible for evaluating contract files for compliance with HUD regulations and preparing appropriate forms, letters, and documents accordingly.
4. Determine competence of vendors and ensure contractual delivery and financial compliance.
5. Interact with contractors and develop, plan, implement procedures, and prepare scope of work for the contracts of professional services to ensure conformity to Authority criteria and HUD requirements as appropriate.
6. Coordinate fact-finding sessions, evaluations, conferences, pre-award conferences, post-award conferences, and negotiation sessions.
7. Request approval for bid and/or contract award and negotiate, develop, administer, and review contractual agreements to meet Authority **or managed properties** needs.
8. Represent the agency in meetings with contractors to ensure a clear understanding of what is required for performance.
9. Maintain contract milestone dates and contract costs to ensure compliance with budgets.
10. Recommend or issue changes to the contract, highlighting conditions that could jeopardize contract performance. Make recommendations on problems of production, delivery, Authority-furnished property, quality assurance acceptance, or other areas affecting the contract.
11. Monitor work performed and notify contractors in writing of contract deficiencies identified and advise contractors of consequences of not complying with contract terms and general condition items.
12. Prepare Board Docket for Procurement actions.
13. May recommend major purchases of materials and/or supplies based on anticipated changes in prices or on unusual availability situations. Balance cash flow considerations against possible price savings.
14. Receive, review, and process purchasing requisitions from authorized personnel and prepare purchase orders for necessary supplies within established financial limits. Ensure certain purchasing documents are completed properly and the terms and conditions of purchase are appropriate.
15. Work with Property Managers and other user departments to ensure timely and appropriate stock levels and to determine quality/life/performance of the purchased goods and services.
16. Develop specifications and standardizations for inventory of necessary office supplies, equipment, maintenance and repair needs.
17. Coordinate the delivery of goods with Property Managers and Facilities and Modernization, confirming receipt and condition upon delivery.
18. Address discrepancies with vendors following established Authority policies, established procedures, and good business practices.

19. Develop and implement purchasing and inventory control procedures and sequence of operations within the department to optimize work flow.
20. Develop sources for the procurement of supplies, services, and equipment by attending demonstrations, contacting vendors, reviewing professional publications, and establishing personal networks. Investigate and report on new or tentative products and methods of service.
21. Maintain appropriate recordkeeping, including price histories and difficulties in doing business with vendors.
22. Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.
23. Obtain Request for Taxpayer Identification Number and Certification (Form W9) and references from vendors.

### **Knowledge and Skills**

1. Thorough knowledge of HUD, city, state, and Authority or managed properties procurement and contracting regulations, policies, and procedures.
2. Ability to interpret regulations and standards, and contracts; for compliance with relevant requirements and Authority standards.
3. Good knowledge of specification writing, bidding procedures, cost of labor and materials for construction projects.
4. Skilled in interviewing contractors; persistent in following up on performance and in identifying problems and formulating solutions.
5. Ability to present information in a clear, organized, and convincing manner.
6. Ability to accurately and completely document in writing appropriate events and activities.
7. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
8. Ability to establish and maintain effective working relationships with co-workers, contractors, vendors, and other persons outside the Authority.
9. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
10. Ability to operate appropriate Authority computer equipment and software packages.

### **Physical Requirements**

1. Work is principally sedentary, but may involve some physical exertion, such as lifting to obtain files, records, and eye strain from working with computers and other office equipment.
2. Must be able to simultaneously sit and/or stand for up to eight hours at a time while performing work duties.
3. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
4. Must have vision and hearing corrected to be able to perform essential job functions.
5. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
6. Must maintain punctuality and attendance as scheduled.
7. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

### **Work Environment**

Work indoors involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.

### **Other Requirements**

Must possess a State of **South Carolina driver's license** and regularly participate in continuous improvement and education. Must work with the highest degree of confidentiality.

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