

PROCUREMENT ADMINISTRATOR JOB POSTING
Schenectady Municipal Housing Authority

Responsibility Summary:

Organizes and directs all agency procurement and purchasing functions, and formulates and implements strategic and operational plans to support procurement and purchasing goals. May supervise staff.

Essential Functions:

- ❖ Develops, updates and adheres to procurement policies, systems controls and strategies.
- ❖ Administers and maintains overall responsibility for the agency's Section 3 program.
- ❖ Writes specifications, solicits quotations and sealed bids for supplies, materials, equipment and services.
- ❖ Determines cost reasonableness and negotiates for the best process and services.
- ❖ Determines the need for formal bidding, purchases through state contracts, sources exempt from bidding law and those obtainable by direct purchase.
- ❖ Monitors the inventory control system.
- ❖ Writes specifications based on requests for supplies, services and equipment and consults with users to assure accuracy and correct vendor delivery.
- ❖ Monitors compliance with policies and procedures for delivery inspections, receipts, reporting and inventory.
- ❖ Audits fixed assets insurance coverage against appraisal and replacement costs.
- ❖ Establishes procedures for distribution control of equipment and supplies.
- ❖ Performs bid advertising in compliance with regulations and analyzes bids to determine eligibility regarding price, expertise and delivery.
- ❖ Maintains files of records, reports and correspondence regarding bids, requisitions, order cancellations, price changes and adjustments.
- ❖ Handles asset disposal.
- ❖ Interviews vendors and sales representatives and establishes and maintains relationships and communication.
- ❖ Works closely with managers to determine and fulfill needs regarding supplies, services, equipment and order status, and monitors compliance.
- ❖ Maintains a list of potential bidders, along with pre-approved companies to use for emergencies, and updates the list at least twice a year.

Knowledge, Skills and Abilities:

- Experience in policy and contract development
- Good knowledge of relevant laws and regulations, products and suppliers
- Strong problem solving experience
- Meticulous attention to detail
- Strong computer literacy
- Strong knowledge of public sector procurement practices
- Excellent communication and interpersonal skills
- Strong organizational, analytical, negotiation and mathematical skills

Background and driving abstract checking and drug testing are in effect.

EOE and Section 3 to the extent feasible

*Please submit cover, salary requirement and resume to: SMHA, H.R.; 375 Broadway, Schenectady 12305 or jobs@smha1.org or fax: Att: H.R., 372-0812. **DEADLINE: December 31, 2016***