

PROCUREMENT SPECIALIST

DEFINITION

Under general supervision, plans, organizes, and supports all of the Santa Clara County Housing Authority (Agency)'s operating departments by providing oversight of procurement, including materials and supplies, contract development and administration, Requests for Proposal (RFP's), Requests for Qualifications (RFQ's), and Invitations to Bid (ITB's) in accordance with the Agency's standards and policies and legal requirements; reviews programmatic practices and procedures and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among Agency departments and acts as a liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director of Administration. May exercise functional and technical supervision over assigned staff.

CLASS CHARACTERISTICS

This is a journey-level, professional classification, in which the incumbent performs complex and responsible duties in support of Agency-wide procurement functions, programs, and initiatives. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results is not reviewed in detail. Incumbents develop and implement policies and procedures for a variety of programs within an assigned department, including budget administration, contract administration, and program evaluation. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public. This classification is distinguished from other agency specialist classes by the specialized knowledge and training related to procurement regulations and programs required of this position.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the procurement program.
- Coordinates and performs professional-level administrative and programmatic work in procurement and contract administration.
- Researches and develops detailed product and/or service specifications and establishes contract terms; confers with department staff to resolve questions regarding intent and expected use of goods and services, specification definitions, and scope of work statements.
- Develops bid invitations and solicitations, formal and informal bids, requests for qualifications/quotes/proposals ensuring legal and contractual provisions are included to protect the Agency's interests.
- Administers the solicitation and bid process for contracts, ensuring compliance with the Agency Procurement Policy, and federal and state regulations and statutes.
- Prepares and distributes notifications to vendors on Agency mailing lists, MBE/WBE/DVBE businesses, and others; places advertisements in local newspapers; conducts pre-bid and pre-proposal conferences; prepares and posts addendums.
- Coordinates and participates in evaluation of bids; develops evaluation criteria and materials; assists departments with performing price/cost analyses and the assessment of the quality and suitability of proposed services and purchases; recommends modifications as needed; summarizes bid responses and prepares documentation; develops reports for approval of contract awards. Drafts contracts ensuring legal requirements are incorporated and enforced; negotiates contract terms and provisions; coordinates review of contract documents with legal counsel; maintains related files.
-

- Ensures contractor compliance with provisions, including the maintenance of required insurance; develops contract amendments and extensions as needed; researches and resolves discrepancies.
- Serves as a liaison to employees, the public, private organizations, government agencies, community groups, and other organizations; provides information and assistance regarding procurement programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations.
- Assists with the development and implementation of procedural, administrative, and/or operational changes; prepares comprehensive records and reports, identifies alternatives, and makes and justifies recommendations.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Represents Agency to the public in explaining policies and procedures.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

An associate degree with coursework in business administration, finance, operations management, public administration, or a related field and four (4) years of progressively responsible experience in purchasing, contract administration, or procurement services. Bachelor's degree preferred.

Licenses and Certifications:

None.

Knowledge of:

- Principles and practices of public agency procurement and purchasing programs including competitive bidding procedures and supply chain management.
- Principles, practices, and techniques of drafting and administering procurement contracts and enforcing contract provisions.
- Principles and practices of sound financial management policies and procedures.
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the procurement function.
- Coordinate and oversee programmatic administrative and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.

- Conduct research on a wide variety of program topics including vendors, products, contract feasibility, budget proposals, and funding alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, duties of this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.