

Job Opening – Procurement and Contracts Specialist

Mississippi Regional Housing Authority VII is seeking a highly motivated and experienced individual responsible for Procurement and Contracts Management. The Procurement and Contracts Specialist performs a wide variety of administrative and operational duties in support of the Agency's procurement functions. The incumbent is responsible for providing contract administration for all goods and services procured by the Agency. The incumbent will generate and maintain solicitations for various goods such as maintenance, repair and operations orders, office supplies, and services such as development partners, security, grounds maintenance, and architectural and engineering services. A complete list of job responsibilities is available within the official job description upon request.

Education and Experience

Associate's degree with concentration in accounting, business administration, or related field and a minimum of two (2) years of experience providing procurement and administrative support. An equivalent combination of education and experience may be considered. The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee: Procurement and Contract Management and Fair Housing

Knowledge and Skills

Must be thoroughly knowledgeable in all areas of Federal, State and local procurement rules and regulations; Mississippi Public Bidding Statutes as applicable, Agency's Annual Contributions Contract (ACC) with HUD and HUD Handbook No. 7460.8 REV-2 or revisions, Procurement Handbook for Public Housing Agencies and Indian Housing Authorities. Knowledge of the principles of fiscal and budget management as applied to the procurement process and site budgets. Ability to interpret regulations and standards, and contracts; for compliance with relevant requirements and Agency standards. Working knowledge of specification writing, bidding procedures, cost of labor and materials for rehabilitation projects is preferred. Skilled in interviewing vendors; persistent in following up on performance and in identifying problems and formulating solutions. Ability to accurately and completely document in writing appropriate events and activities. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness. Ability to operate appropriate Agency computer equipment and software packages. Ability to perform job independently upon receiving general instructions. Intermediate mathematical ability for working with real numbers, fractions, percentages, ratios/proportions and measurements. Intermediate writing skills necessary for report writing, business letters, expositions and summaries with proper format, punctuation, spelling and grammar, using all parts of speech. Considerable skills in operating appropriate Agency computer equipment, applicable software such as Microsoft Outlook, Excel and Word and general office machines including 10-Key calculator. Ability to deal effectively with sensitive and confidential information.

The hourly rate of pay for this position is \$18.51/hr.

Must be available for employment not more than two weeks after job offer acceptance. Must also clear a background check, credit check and drug test. Applicants should submit a completed application with resume to McComb WIN Job Center or the Housing Authority Office. Applications are available on our website at <http://www.mrha7.org/doing-business.html> Scroll down to Job Seekers/Job Vacancies Section to obtain an application.

All applicants must supply an email address, phone number and mailing address on the completed application.

Position Open Until Filled

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