



Job Posting – Open & Competitive

Position Title: Procurement Director
Department: Finance
Salary Range & Grade: \$59,757 - \$95,612 – Grade 12
Date Posted: November 8, 2017
Closing Date: Open until filled

THE POSITION:

The Procurement Director serves as an integral member of the BCHA management team. Responsible for ensuring proper performance for effective procurement and contracting, ensuring compliance with the terms of contracts, and safeguarding the interests of the agency in its contractual relationships. The Procurement Director will work under the direct supervision of the Chief Financial Officer and the indirect supervision of the Chief Operating Officer and the Chief Executive Officer. (For a detailed summary of job duties for this position please refer to job description).

THE REQUIREMENTS:

- ✓ Implements and maintains policies, procedures, bid documents and other related documentation to maintain proper and consistent control of the contracting function.
- ✓ Administers the solicitation process including as necessary the performance of market analysis, compilation of bidder's lists, serving as the point of contact for all questions during procurement. Evaluates bids, conducts pre-award surveys, and provides overview on selection of teams for proposal evaluation. Reviews proposals and bids and makes decisions relative to "responsibleness" and "responsiveness" of offers. Ensures that all contractors receive impartial, fair and equitable treatment.
- ✓ Assumes responsibility and oversight of large and complex purchases involving use of invitations to bid, requests for proposals (RFPs) and qualifications-based solicitations.
- ✓ Reviews Scopes of Work (SOW) to compare to internal cost estimates and confirms procurement methodology.
- ✓ Provides operational support and advice to management and staff in relation to procurement, contracting and contract management.
- ✓ Analyzes new law, regulations, and contract trends for potential impact on the company's objectives.
- ✓ Reviews language and submittals (bonds/insurance) in contracts/agreements to ensure compliance with regulations and BCHA policy; proposes alternate language; requests revisions; negotiates terms; executes final document or recommends execution.
- ✓ Trains employees on the procurement process, purchasing procedures and policies, and keeps them apprised of changes as needed.
- ✓ Arranges and oversees the disposal of surplus equipment and materials.
- ✓ Supports the overseeing of BCHA's adherence to public records requests.

REQUIRED EDUCATION AND EXPERIENCE:

- ✓ Four-year degree with major coursework in public or business administration or related field.
- ✓ Five or more years working in government in a procurement/purchasing function with at least one year in a leadership role.
- ✓ Knowledge of procurement management as it relates to the principles of public procurement administration and purchasing, data collections, and report preparation. Experience with HUD procurement regulations preferred.
- ✓ Ability to organize, direct, and implement a comprehensive procurement program.
- ✓ Experience in procurement processes including RFPs, RFQs, quotes, and other forms of vendor solicitations.
- ✓ Professional certifications such as Certified Public Procurement Officer (CPPO), Certified Public Procurement Buyer (CPPB), or other similar designations.
- ✓ Intermediate skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook).

HOW TO APPLY:

Outside applicants please submit employment application available at www.bchaf1.org to: BCHA, Attention: Human Resources, Headway Office Park, 4780 North State Road 7, Lauderdale Lakes, FL 33319 or email to humanresources@bchaf1.org Employees should submit Internal Application Form to Roy A. Lantz, VP Human Resources/Risk Management.

*An Equal Opportunity Employer
Drug Free Workplace
M/F/D/V*