

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Procurement & Contract Director

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
D	6	1	Exempt	Purchasing	Chief Financial Officer

CLASS SUMMARY:

This position is responsible for managing and directing the operations of the department. Responsibilities may include supervising staff; developing policies and procedures; and managing compliance with laws and regulations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Develops procurement, operating, and other policies and procedures in accordance with laws and regulations.
3.	Directs department operations to ensure compliance with ordinances, laws, and regulations.
4.	Negotiates with vendors to ensure favorable terms for all purchasing contracts; resolves vendor issues.
5.	Reviews department reports to ensure proper completion.
6.	Assists in preparing the department budget.
7.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in Business or related field; 8-10 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local ordinances, laws, rules, and regulations;
- Computers and related software;
- Supervisory principles;
- Budgetary principles;
- Practices of developing policies and procedures;
- Negotiation techniques;
- Procurement principles and practices;
- Vendor contract requirements;
- Reporting requirements;
- Department operations.

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Independent Judgment/Decision Making/Problem Solving:

Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. Frequently solves complex problems.

SKILLS (position requirements at entry):

Skill in:

- Supervising staff;
- Using computers and related software;
- Interpreting laws, rules, and regulations;
- Directing department operations;
- Conducting negotiations;
- Resolving vendor issues;
- Reviewing reports;
- Preparing budgets;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR