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|  | **SAN CARLOS HOUSING AUTHORITY**  **P.O. Box 740**  **Peridot, Arizona 85542** |

**Job Announcement**

POSITION TITLE: Procurement Clerk JOB ANNOUNCEMENT: #333

OPENING DATE: April 28, 2022 SALARY: DOE

CLOSING DATE: May 19, 2022 LOCATION: SC Housing Authority

Job applications are available at Peridot, Tufastone, Bylas Sub-offices or

can be mailed or emailed upon request.

**Applications are due at 4:30 p.m.at the Peridot Housing Office on the closing date.**

**Nature of Position:**

Works under the direct supervision of the Finance Manager, the Procurement Clerk will prepare, review, negotiate, and administer contracts and purchase orders.

**DUTIES AND RESPONSIBILITIES:**

* Reviews cost proposals and pricing information to ensure that all requirements are met.
* Prepares and administers contracts and purchase orders with specific vendors.
* Drafts contracts, contract amendments, work assignments, extensions and terminations to ensure compliance with contract requirements.
* Evaluates competence of vendors and reviews their invoices for accuracy.
* Develop a procurement strategy for assigned projects to purchase parts, materials, and services, taking into consideration cost, quality and schedule requirements
* Facilitates public meetings, including but not limited to, pre-bid and pre-proposal conferences, site visits, bid openings and evaluation committee meetings
* Implement, monitor and document the use of policies and procedures for purchasing and contracting in accordance with applicable federal – U.S. Department of Housing and Urban Development and local and laws and procedures.

**MINIMUM QUALIFICATIONS:**

1. Bachelor’s Degree in business administration, accounting, finance or related field
2. Three years of relevant experience required
3. Must have intermediate-advanced level Excel skills
4. Excellent organizational skills with attentions to detail
5. Strong skills in working with expenses, accounting and order processing
6. Must have a good understanding of confidentiality
7. Knowledge of HUD, and other federal, state, and local policies, procedures, and regulations related to the operation of a public housing authority regarding procurement.
8. Knowledge of the principles and practices of procurement as identified by HUD and other federal guidelines
9. Ability to manage work through planning, organizing, delegating, and checking for completions of routine work and special projects in order to meet organizational goals and deadlines.
10. Ability to develop, establish and maintain effective working relationships with employees, officials, and the general public. Ability to establish and maintain effective working relationships with supervisor, co-workers, persons from other departments and vendors

**ADDITIONAL REQUIREMENTS:**

1. Must have a valid AZ Driver’s License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5 year MVR and be insurable under SCHA vehicle insurance
4. Applicant will be subject to a Tribal background check.

**INDIAN PREFERENCE:**

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. On other than the above San Carlos Housing Authority is an Equal Opportunity Employer.