

JOB DESCRIPTION



Job Title:	Procurement and Contract Compliance Officer	Reports to:	Chief Finance Officer (CFO)
Status:	Full-Time, Regular	FLSA:	Non-Exempt
Department:	Finance	Location:	IRHA Administrative Office
Schedule:	Monday through Friday	Hours:	8 AM to 4:30 PM
EEO-1:	Professionals	SOC Code:	13-1023
Approved By:		Date:	

Job Summary: The Procurement and Contract Compliance Officer is under the general supervision of the Chief Financial Officer (CFO). Responsible for soliciting, awarding, and monitoring a variety of contracts: including consulting, and professional services, construction, and other services to meet IRHA's needs; and for developing, issuing, awarding, and managing post-award administration of formal requests for proposals, RFQs, IFBs and other miscellaneous solicitations within limits of delegated authority. Serve as the Labor Relations Officer (LRO) responsible in all aspects of contractual agreements to ensure compliance for all grants and contracts. Process and provide procurement services for all IRHA departments as requested. Monitors and reports on grants as requested by CFO.

Essential Functions:

- Oversees contracts activity in order to ensure compliance with IRHA, HUD, and other applicable authority, regulations, statues, directives, and policies and procedures.
- Ensures compliance with all federal laws pertaining to the Davis Bacon Act; ensures all internal control and procedures are in place for contract administration and construction management.
- Attends pre-bid openings to ensure that compliance obligations are understood prior to submission of bids.
- Conducts pre-construction conferences with contractors to ensure all compliance obligations are understood and to clarify the Department of Labor and HUD wage and hour guidelines and IRHA procedures and business goals.
- Monitors contractor payroll reporting activities to ensure that appropriate compensation is paid to contractor's employees and also ensure labor costs are appropriated correctly.
- Performs systems and internal control reviews of the IRHA contract administration and construction function to ensure controls are in place too properly monitor various programs prior to external auditors conducting reviews.
- Conducts meetings with contractors to resolve major complaints to ensure efficient and effective resolution of issues.
- Participates in debarment hearings with contractors, various IRHA staff, and the Legal Department to ensure contract violators are not granted future contracts with the Authority until reasonable time has elapsed.
- Coordinates and assists the Department of Labor and HUD with wage and hour investigations of contractors during wage disputes.
- Reads, analyzes and interprets, technical procedures, and governmental regulations as necessary.
- Stays abreast of changes in federal and state wage rates, federal and state debarred listings.
- Performs pre-award and post-award functions involving highly specialized procurements; including procurement planning, maintaining acquisition documents and related schedules, and coordinating a variety of contract administration activities.
- Serves as an advisor to other departments in procurement planning meetings and identifying procurement objectives.
- Identifies exceptions or changes that may be required in standard contract and solicitation provisions to accommodate unique circumstances. Coordinates the approval of all documents prior to issuing solicitations.

- Personally conducts or delegates responsibility to conduct, pre-bid conferences, pre-proposal conferences, public bid openings.
- Receives and analyzes proposals, evaluates technical bids, for responsiveness to and conformance with the solicitations.
- Depending on the procurement, coordinates the activities of a technical evaluation committee or proposal evaluation committee. Oversees the evaluation process. Reconciles questions, prepares all documents associated with the evaluation process.
- Coordinates and chairs meetings involving discussions and negotiations with contractors.
- Obtains appropriate approval, manages the issue of award documents. Responds to inquiries, including protests.
- Monitors Section 3 contractors and other small business utilization goals or requirements.
- Oversees and participates in the evaluation of workforce analysis and goals. Ensures that successful bidders comply with contractual obligation to utilize Section 3 or other contractors.
- Monitors prevailing wage requirements under Federal, State and local laws.
- Coordinates a variety of contract administration activities, including the preparation and management of rate and cost adjustments, time extensions, change orders, stop work orders, cure notices, show cause letters, progress payments, final payment, and contract close out.
- Coordinates contract amendment process, ensuring that amendments are in compliance with original solicitations and contract statements of work or specifications.
- Assists with post-award contract disputes.
- Assists with the termination of contracts for the convenience of IRHA, default by the contractor or for cause.
- Develops and maintains detailed desktop policy and procedures manuals for the use of department staff.
- Coordinates and/or personally conducts training sessions for department staff and other IRHA departments, contractors, suppliers; to ensure all parties are aware of current IRHA business processes.
- Attends local purchasing meetings, conferences, forums; participates as a panel speaker in order to provide information about doing business with IRHA.
- Recommends improvement of purchasing and contract compliance procedures, and cost controls. Identifies problem areas, suggests procedures to better coordinate department activity and streamline processes.
- Continually updates department policy and procedure manuals, department reference materials, and Internet information.
- Establishes and preserves a positive working relationship with IRHA's business partners, clients & customers; to include attending meetings with other IRHA departments.
- Performs assignments independently at full working level with direction from Supervisor for policy, non-routine, problematic or sensitive situations.
- Assist Accounts Payable Specialist and provide support and backup as needed.
- Provide accountability and regular reporting of current grants and other activities to reporting agencies and supervisor.
- Track/monitor projects and activities for current grants and contracts.
- Manage the AHFC Senior Access Program and Supplemental grant by coordinating completed client applications with Planning, Housing and Construction Departments. Submit grant reporting to the funding agency as required.
- Procure vendor services as needed for overall IRHA business, as requested.
- Serve as the liaison between IRHA and the computer/technology (outsourced) contractor. Provide assistance to employees regarding phone and computer systems. Serve as the main point of contact with IT.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of and skill in the application of procedures for procuring, receiving, storing and shipping materials, tools and equipment, record and file management.
- Knowledge of governmental contracting and procurement procedures, specifically 24 CFR 85.
- Skill in inventory procedures and techniques.
- Ability to work independently in an environment where judgment must be exercised rapidly.
- Ability to learn, interpret and apply complex and technical regulations, policies and procedures as

related to procurement.

- Knowledge of and skill in the application of accounting principles, techniques and systems applicable to government programs, as well as local, state and federal laws as they apply to accounting.
- Knowledge of and ability to establish credibility and use sound judgment in identifying issues that may have a high cost impact or legal implications for granting agencies; referring those issues to the CFO.
- Skill in the utilization of technology including, computers, accounting software, word processing, database and spreadsheet programs (related to inventory systems) and general office equipment.
- The ability to work under timeline pressures with a high degree of accuracy and attention to detail with constant interruptions and changing deadlines and priorities.
- The ability to perform analytical a problem solving.
- The ability to respond effectively to procurement inquiries.
- Ability to perform independently and as a member of a team.
- Ability to accurately perform mathematical computations.
- Ability to read and write clearly with large volume of paperwork.
- Ability to effectively understand and clearly communicate verbally with others in person and on the telephone.
- Ability to use tact, maturity and sound reasoning.
- Ability to use discretion and courtesy in dealing with vendors and personnel in the course of work.

Supervisory Responsibilities:

None

Qualifications:

- Bachelor's degree in Business Administration from an accredited college or university.
- Three years of experience performing public procurement activities including large scale procurement of construction and professional services; performing pre-award, contract negotiation and post-award contract compliance activities as described in this class specification.
- Qualifying work experience may be substituted for educational requirements on a year for year basis at the discretion of the hiring authority.

Preferred:

- Bachelor's degree in Business Administration, Experience in public housing and federal guidelines will be viewed favorably. Alaska Procurement Officer (Level III certification) and/or NIGP (Certified Public Purchasing Officer) certification preferred. If the successful candidate is not certified at time of hire, he/she will be required to obtain certification within 3 years of date of hire.
- Experience in a Non-profit entity, Housing Authority, or construction field.

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.