



Regional Housing Authority

JOB RECRUITMENT

The Tlingit Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: Procurement Coordinator
LOCATION: Juneau, Alaska
SALARY: Starting at \$60,135 per year DOE Benefits included
APPLICATION PERIOD: Open until filled

DUTIES AND RESPONSIBILITIES: Manage procurement activities for all departments, including agreements for professional and non-professional services, to include contracts, agreements, leases and purchasing. Develop and maintain policies leveraging GSA purchasing benefits. Provide technical support to departments for all phases of the procurement process. Oversight of the inventory and fixed asset control system.

MINIMUM QUALIFICATIONS:

- Associates degree or equivalent, Bachelor's preferred. Minimum of 4 years progressively responsible professional procurement experience, preferably in a public agency.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of procedures, methods, techniques, legal mandates and specification development of the public bid process and contract development.
- Knowledge of OMB Super Circular and HUD Procurement and Contracting policies and procedures, and principles of budget preparation and control.
- Knowledge of principles/ practices used in government purchasing, data collection and report preparation.
- Knowledge and ability to interpret and apply procurement practices and procedures, all laws, codes and regulations.
- Knowledge of Microsoft Office, Word/Excel.
- Ability to organize, direct and implement a comprehensive procurement program.
- Ability to analyze/evaluate commodity and service pricing and availability trends; prepare clear and concise reports; monitor outside service contracts;
- Good written and oral communication and presentation skills.
- Able to write and format routine business correspondence, reports, documents, manuals, and presentations.
- Ability to exercise sound judgment.
- Ability to work independently.
- Ability to meet deadlines.
- Ability to work through difficult situations in a considerate and positive manner.
- Willing and able to direct apprentices, laborers and other workers as needed.
- Ability to prepare job reports, timesheets, inventory, vehicle logs and other required paperwork.
- Ability to maintain confidentiality regarding programs and clients.
- Valid Alaska Driver's license and insurable at standard rates with the Housing Authority's vehicle insurance carrier on a continuing basis.
- Able and willing to travel by boat or small plane to Southeast Alaska communities occasionally.
- While performing the duties of this job, the employee is regularly required to:
 - Hearing and speaking to exchange information.
 - Sitting for extended periods of time.
 - Seeing to read a variety of materials and equipment
 - Dexterity of hands and fingers to operate a computer keyboard.
 - Ability to lift up to 30 pounds.
 - Bending at the waist, kneeling or crouching to file materials.

SUBMIT APPLICATIONS TO: THRHA 5446 Jenkins Drive, Juneau, AK;
Email resumes and application to jobs@thrha.org
www.thrha.org; for questions please call (907) 780-6868.

THRHA is a drug-free workplace and selected applicants will be subject to drug testing.
Native Preference per 24 CFR 1000.