Springfield Metropolitan
HOUSING AUTHORITY

POSTED: 11/04/2026 (12:00 P.M.)

INTERNAL / EXTERNAL

POSITION OPENING

BOTH SMHA EMPLOYEES (INTERNAL) AND EXTERNAL CANDIDATES MAY APPLY UNTIL POSITION IS FILLED.

TITLE:	PROCUREMENT DIRECTOR
CLASSIFICATION:	SALARY / EXEMPT
SALARY RANGE:	BASED ON EDUCATION AND EXPERIENCE STARTING SALARY RANGE $65,000 - $75,000 ANNUALLY
REPORTS TO:	EXECUTIVE DIRECTOR
JOB LOCATION:	SMHA MAIN OFFICE
OPENING DATE:	11/04/2026
CLOSING DATE:	UNTIL POSITION FILLED

EDUCATION REQUIREMENTS AND DESIRED QUALIFICATIONS ARE INCLUDED ON THE ATTACHED POSITION DESCRIPTION.

ALL QUALIFIED CANDIDATES MUST BE ABLE TO PROVIDE PROOF OF:

- Valid State of Ohio Driver License and Auto Insurance
- High School Diploma / GED
- College Degrees and Other Required Credentials

ANY CURRENT SMHA EMPLOYEE INTERESTED IN BEING CONSIDERED FOR THIS POSITION MUST EMAIL A COVER LETTER OF INTEREST AND AN UPDATED RESUME' TO careers@smhaohio.org . EXTERNAL CANDIDATES MAY APPLY ONLINE AT www.indeed.com

SMHA IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL HOUSING OPPORTUNITY

SMHA IS A DRUG FREE, NON-SMOKING, AND NO WEAPONS ALLOWED WORKPLACE

SPRINGFIELD METROPOLITAN HOUSING AUTHORITY
POSITION DESCRIPTION

Position Title: **Procurement Director**

March 24, 2025,

Department**: Procurement**

General Statement of Duties:

The incumbent of this position receives general direction from the Executive Director and is recognized as the technical expert on procurement and contracting subjects. The incumbent of this position is responsible for managing the procurement and contracting function for CORD, LLC in accordance with HUD and The CORD procurement regulations and policies. The incumbent of this will also work in conjunction with the Capital Fund and Executive Staff in the timely utilization of grant funding, Lastly, this position will work collaboratively with all departments heads in completing and submitting grant applications for SMHA/CORD, LLC for traditional and non-traditional grant opportunities.

Reports to: Executive Director

Supervises: Project Coordinator

Pay Grade: Exempt / Salaried

Essential Duties and Responsibilities:

An employee in this class may be called upon to perform any and all other tasks listed below. This list of examples does not include all of the tasks which the employee may be asked to perform.

- Review Purchase Requisitions and the applicable policy, regulation, code, or law, and choose the Method of Procurement., including but not limited to (Small Purchase, Competitive Solicitation, Invitation for Bid (IFB), Request for Quotation (RFQ), Request for Proposal (RFP), Qualifications-Based Selection (QBS), and Sole Source).
- Oversee, plan, and coordinate all purchasing functions to ensure acquisition of proper equipment, materials, supplies, and services to meet project and the CORD, LLC needs.
- Oversee the creation of procurement activities for outside contract work, ensuring ***competitive bids*** are received and reviewed for adherence to budget, procedural, and technical requirements. Responsible for evaluating contract files for compliance with HUD regulations and preparing appropriate forms, letters, and documents accordingly as well as creating and maintaining Procurement binders.
- Determine competence of vendors and ensure contractual delivery and financial compliance.
- Interact with contractors and develop, plan, implement procedures, and prepare scope of work for the contracts of professional services to ensure conformity to CORD, LLC criteria and HUD requirements as appropriate.
- Coordinate *fact-finding sessions, evaluations, conferences, pre-award conferences, post-award conferences, and negotiation sessions.*
- Request approval for bid and/or contract award and negotiate, develop, administer, and review contractual agreements to meet CORD, LLC needs.

- Represent CORD, LLC in meetings with contractors to ensure a clear understanding of what is required for performance.
- Maintain contract milestone dates and contract costs to ensure compliance with budgets and within HUD spending limits and timeframes.
- Work with PHA's Capital Fund and Management Team to ensure timeliness obligation of funds
- Recommend or issue changes to the contract, highlighting conditions that could jeopardize contract performance. Make recommendations on problems of production, delivery, CORD, LLC-furnished property, quality assurance acceptance, or other areas affecting the contract.
- Monitor work performed and notify contractors in writing of contract deficiencies identified and advise contractors of consequences of not complying with contract terms and general condition items.
- Prepare Board Resolutions for Procurement actions.
- May recommend major purchases of materials and/or supplies based on anticipated changes in prices or on unusual availability situations. Balance cash flow considerations against possible price savings.
- Receive, review, and process purchasing requisitions from authorized personnel and prepare purchase orders for necessary supplies within established financial limits. Ensure certain purchasing documents are completed properly and the terms and conditions of purchase are appropriate.
- Oversee CORD, LLC's Section 3 Program
- Work collaboratively with multiple departments in the oversight of CORD, LLC's Labor Wage program.
- Address discrepancies with vendors following established CORD, LLC policies, established procedures, and good business practices.
- Develop and implement purchasing and inventory control procedures and sequence of operations within the department to optimize workflow.
- Develop sources for the procurement of supplies, services, and equipment by attending demonstrations, contacting vendors, reviewing professional publications, and establishing personal networks. Investigate and report on new or tentative products and methods of service.
- Maintain appropriate recordkeeping, including price histories and difficulties in doing business with vendors.
- Accountable for consistent adherence to strong CORD, LLC standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of CORD, LLC materials, supplies, resources, and other assets.
- Obtain Request for Taxpayer Identification Number and Certification (Form W9) and completed Vendor packets from vendors.
- Seek out and review grant opportunities for CORD, LLC/IHRC
- Assist in completing grant applications for traditional and non-traditional funding for CORD, LLC/IHRC
- Work collaboratively with Program Directors in coordinating and securing information for grant applications, grant draws, and supporting documentation.

Required Knowledge, Skills and Abilities:

- Knowledge of HUD, and other federal, state, and local policies and regulations related to the operation of a public housing authority including, but not limited to procurement.
- Knowledge of the principles and practices of procurement as identified by HUD and other federal guidelines.
- Knowledge of the principles and practices of budgeting and budget administration
- Knowledge of report preparation techniques.
- Skilled in interviewing contractors, persistent in follow-up on performance and in identifying problems and formulating solutions.

- Ability to interpret and apply insurance regulations as applicable to procurement policies.
- Ability to identify data to analyze for inclusions in report submissions.
- Ability to manage work through planning, organizing, delegating, and checking for completion of routine work and special projects in order to meet organizational goals and deadlines.
- Ability to make mathematical computations quickly and accurately; maintain clear and accurate records; ability to compose reports and presentations for superiors and other parties to communicate ideas clearly.
- Ability to coordinate the work of departmental staff and delegate responsibilities effectively.
- Proficient in knowledge of administrative procedures and equipment with strong computer skills, including Outlook, PowerPoint, Excel and Word and other CORD, LLC software packages.
- Excellent interpersonal skills communicating clearly, effectively, and concisely both orally and in writing.
- Ability to exercise judgment, tact and diplomacy; ability to develop and maintain effective working relationships with commissioners, associates, employees, consultants, vendors, representatives of other organizations, regulatory agencies and the general public.
- Strong work habits that include setting priorities and planning strategies, setting a positive example for other CORD, LLC staff.

Qualifications, Knowledge, and Skills:

- Bachelor's Degree from an accredited college or university with concentration in accounting, business administration or closely related field AND minimally (5) years of procurement, contracting and/or purchasing experience for a public (government) agency or corporation (preference for large scale residential maintenance operation OR an equivalent amount of education and experience totaling a minimum of ten (10) years.
- Must be able to demonstrate past experience in managing and submitting grant applications.
- Procurement and Contract Management Certification at time of hire is a plus; must be obtained within twelve (12) months of employment and maintained.
- Certifications in grant management at time of hire is a plus; must be obtained withing twelve (12) months of employment and maintained.
- Valid driver's license in good standing; Eligible for coverage under the PHA fleet auto insurance.

Materials and Equipment Used:

Personal Computer, Printer, Copier/Scanner, Calculator, General Office Equipment and Supplies, Cell phone

Work Environment and Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation could be made to enable individuals with disabilities to perform the essential functions.

- Work is principally sedentary, but may involve some physical exertion, such as lifting to obtain files, records, and eye strain from working with computers and other office equipment.
- Must be able to simultaneously sit and/or stand for up to eight hours at a time while performing work duties.
- Must be able to travel to CORD, LLC residential sites.
- Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.

- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress due to deadlines and/or interactions with CORD, LLC stakeholders.

Other Requirements:

Must acknowledge and agree to maintain a drug-free workplace as a condition of employment with CORD, LLC.

Although marijuana has been legalized under Michigan law, it is a Schedule I controlled substance and is illegal under federal law. As a federally funded agency CORD, LLC's employees are NOT permitted to use or possess any form of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with CORD, LLC. Any applicant for employment who advises CORD, LLC that s/he uses any form of marijuana will be ineligible for employment with CORD, LLC. CORD, LLC is unable to grant a request for a reasonable accommodation to use marijuana under any circumstance.

Applicant, current spouse or anyone living in applicant's household cannot be a Housing Choice Voucher (formerly known as Section 8) Landlord.

Any applicant who accepts employment with the CORD, LLC and owes money to the CORD, LLC, must resolve the debt prior to the start date of employment.

Additional Information:

This is an at-will position, with no tenure vested. Continued employment is at the discretion of the hiring body of the Commission and based upon employee performance and compliance with CORD, LLC policies and procedure.

CORD, LLC reserves the right to change or alter this job description based on regulation changes and/or the business needs of the Commission.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required in this position. It is not intended to limit or in any way modify the right of any Supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty.

Job Type: Full-time

Pay: Based on Education and Experience

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance

- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule: 8 hour shift

Work Location: In person

"At Will" Employment for Employees: The employment of probationary employees is terminable, at will and nothing expressed in the Personnel Policy or otherwise, either expressed or implied, shall create any promise or guarantee of continued employment.

The Springfield Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SMHA will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.
THIS POSITION DESCRIPTION WAS RECEIVED, READ AND UNDERSTOOD BY ME.

_____ _____

SIGNATURE DATE

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PRINT NAME