



Job Posting

Position: Procurement/IT Analyst

Summary: The Biloxi Housing Authority ("BHA") is seeking a Procurement/IT Analyst to join our team! The primary purpose of this position is to provide management, coordination, and advisement to the Biloxi Housing Authority's procurement and information technology functions. With direction from the Director of Housing Operations, the incumbent establishes objectives, strategies, policies, and procedures relating to technology and procurement. This position continuously evaluates, plans, strategizes, assesses, and monitors assigned procurement functions to ensure maximum efficiency.

All activities must support the Biloxi Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Required Education and Experience:

- Bachelor's degree in public administration, business administration, or related field and at least three (3) years of experience related to procurement, information technology or business management.
- Any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, provides the required knowledge and abilities, may be considered sufficient.

Duties and Responsibilities:

- Manages the Authority's procurement function; oversees purchasing of consumable goods; oversees purchase orders and requisitions; administers and oversees management and administrative contracts for professional services, including requests for proposals and invitations for bids. Ensures that the Authority's best interests are served throughout the procurement process.
- Ensures all procurement-related procedures and recordkeeping are in compliance with applicable regulations.
- Oversees outside IT vendor and coordinates vendor tasks with applicable Authority departments.
- Develops and maintains working relationships with all department leaders and their staff to ensure their IT and procurement needs are properly addressed in a timely and efficient manner.
- Prepares and monitors IT, contracts and expenditures; partners with department leaders to identify future needs and makes budgetary recommendations.
- Conducts internal studies to ensure best practices are in place for procurement and IT. Successfully studies, documents, and recommends modifications to assigned areas.

- Ensures IT is properly inventoried.
- Prepares recurring and special reports as requested by the Director of Housing Operations and/or Executive Director.
- Ensures that the operating procedures for assigned areas are thoroughly documented and revised as necessary.
- Responds to emergency calls after hours and on weekends as required.
- Other related duties as assigned.

Benefits and Compensation:

BHA offers a comprehensive and competitive benefits package. The annual salary range for this position is \$51,900.00 - \$77,700.00. Salary is commensurate with experience and qualifications.

Location: Biloxi, MS

BILOXI HOUSING AUTHORITY

Position Description

Classification: **Procurement/IT Analyst**

Supervisor: **Director of Housing Operations**

Department: **Operations**

Status: **Exempt**

Pay Grade/Range:

Summary

The primary purpose of this Biloxi Housing Authority position is to provide management, coordination, and advisement to the Biloxi Housing Authority's procurement and information technology functions. With direction from the Director of Housing Operations, the incumbent establishes objectives, strategies, policies, and procedures relating to technology, and procurement. This position continuously evaluates, plans, strategizes, assesses, and monitors assigned procurement functions to ensure maximum efficiency.

All activities must support the Biloxi Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the Authority.

1. Manages the Authority's procurement function; oversees purchasing of consumable goods; oversees purchase orders and requisitions; administers and oversees management and administrative contracts for professional services, including requests for proposals and invitations for bids. Ensures that the Authority's best interests are served throughout the procurement process.
2. Ensures all procurement-related procedures and recordkeeping are in compliance with applicable regulations.
3. Oversees outside IT vendor and coordinates vendor tasks with applicable Authority departments.

BILOXI HOUSING AUTHORITY

Position Description

4. Develops and maintains working relationships with all department leaders and their staff to ensure their IT and procurement needs are properly addressed in a timely and efficient manner.
5. Prepares and monitors IT, contracts and expenditures; partners with department leaders to identify future needs and makes budgetary recommendations.
6. Conducts internal studies to ensure best practices are in place for procurement and IT. Successfully studies, documents, and recommends modifications to assigned areas.
7. Ensures IT is properly inventoried.
8. Prepares recurring and special reports as requested by the Director of Housing Operations and/or Executive Director.
9. Ensures that the operating procedures for assigned areas are thoroughly documented and revised as necessary.
10. Responds to emergency calls after hours and on weekends as required.
11. Other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of the principles, methods, and practices of administration, IT and procurement.
2. Thorough knowledge and understanding of the objectives and requirements of local, state, and federal procurement regulations.
3. Thorough knowledge of the purposes, policies, and regulations of the Authority as established by the Board of Commissioners and as set forth by HUD regulations, and the state of Mississippi.
4. Ability to plan, coordinate, and oversee the information technology and procurement needs of a housing authority.
5. Ability to compile and analyze financial reports and data.
6. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.
7. Knowledge of modern office equipment including copiers, personal computers, calculators, facsimile machines, etc.

BILOXI HOUSING AUTHORITY

Position Description

8. Demonstrated knowledge of *Microsoft Word* at the intermediate level and *Microsoft Excel* at the intermediate level.
9. Ability to plan, organize, evaluate, strategize, and monitor assigned procurement functions to ensure maximum efficiency.
10. Ability to orient contractors and vendors to organizational policies, rules, regulations, and procedures.
11. Ability to collaborate and partner with staff to determine and implement needs of an organization.
12. Ability to prepare and present ideas in a clear and concise manner, in English, both orally and in writing.
13. Ability to perform multiple tasks under pressure while maintaining professional composure under stress.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

BILOXI HOUSING AUTHORITY

Position Description

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates. Manages performance by providing regular feedback and reinforcement.

Supervision

The employee receives instructions from the Director of Housing Operations. Guided by established BHA/HUD policy, the employee plans and carries out work activities with a high level of independence resolving problems that arise. Routine duties are initiated and completed by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually addressed independently or in consultation with BHA leadership. The employee's work is reviewed periodically for accuracy, completion, and compliance with the policies and procedures and the attainment of objectives.

Minimum Education and/or Experience

1. Bachelor's degree in public administration, business administration, or related field and at least three (3) years of experience related to procurement, information technology or business management.
2. Any equivalent combination of education, training, and experience which, in the sole determination of the BHA, meets the education and experience required for the position.

Language Skills

Ability to read, analyze, and interpret general business periodicals and technical procedures. Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Must demonstrate proficiency in basic business math. Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

BILOXI HOUSING AUTHORITY

Position Description

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Special Requirements

1. Must possess a valid driver's license, have reliable transportation, and be insurable under BHA's automobile insurance plan.
2. Must be bondable.
3. Criminal background checks will be performed on all applicants.
4. This position is expected to answer after-hours emergency calls

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily stationary but is regularly required to move throughout the office. The ability to move, transport, or position small objects around the office, such as books, binders, files, documents, and supplies is required. The employee must be able to exchange information in person, in writing, and via telephone. The employee must be able to operate a computer and standard office machinery.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate. This position is required to work with the public, external vendors and contractors, and Authority residents.

BILOXI HOUSING AUTHORITY

Position Description

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]