

# PROCUREMENT COORDINATOR

## GENERAL STATEMENT OF THE POSITION

The Procurement Coordinator is responsible for coordinating, facilitating, expediting and executing procurement related task to for the Housing Authority of the City of Wilmington. The Procurement Coordinator reports to the Procurement Manager and is directly responsible for assisting in the formulation and development of Statements of Work, up grading the Agency's Procurement Policy and the construction of contract packages. In addition, the Procurement Coordinator is responsible for the clerical and administrative support of the Procurement Department.

## DUTIES AND RESPONSIBILITIES

- Assist in the development and upgrade of procurement procedures for all related entities by researching and recommending updates to agency policies assuring compliance with Federal and State rules and regulations.
- In coordination with the Procurement Manager, assist the End User in the development of complete procurement packages to include but not limited to solicitations, request for proposals, invitation for bids and/or request for quotas.
- In coordination with the Procurement Manager Prepare and issue legal notices associated with formal procurement and post solicitations on WHA's website.
- Maintain WHA Vendor list by assuring that the vendor's information provided is recorded in the system.
- Maintain the Existing Contract Log; provide End User with an official notification of renewal and/or termination no later than 120 days from the end of the contract period.
- Identify, utilize and maintain multiple sources and vendors to readily solicit quotes and or bids for commonly used products and services.
- At the request of the End User, research vendor prices to ensure that, where applicable three quotes are received and/or document "Sole Source" recommendations.
- Maintain contract and purchase order files to ensure that files are sufficiently documented and auditable.
- Process Work Orders, expedite delivery of requested goods and services, follow-up on back orders, and ensure that order is consistent with End User's request prior to accepting order(s).
- Receive, review and approve Contractor's Certified Payroll documents and when requested perform construction site interviews of employees to verify payroll data.

### **Knowledge, Skills and Abilities**

- Basic knowledge of procurement practices and processing.
- Basic math skills and ability to use Excel to develop spreadsheets and generate reports.
- Ability to communicate clearly and concisely orally and written.
- Knowledge of general office procedures.
- Ability to maintain confidential information.
- Ability to establish and maintain effective working relationships with staff and vendors/contractors.

### **Education, Experience and Licenses**

- Bachelor's Degree preferred, or educational/training certification(s) in a related field.
- Three to Five years of related work experience.
- Certification in Word, Excel and PowerPoint.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.