



JOB DESCRIPTION	
JOB TITLE:	Procurement Supervisor
REPORTS TO:	Executive Director
DEPARTMENT	Procurement
JOB LOCATION	Administration
FLSA STATUS	Exempt/Non-Union
SALARY RANGE	\$65,000 - \$85,000/yr (based on prior experiences)
REVISED: March 2026	

Position Summary

The Procurement Supervisor is responsible for overseeing the Housing Authority's procurement activities to ensure compliance with HUD procurement regulations, and agency procurement policies. This position supervises procurement staff and manages the acquisition of goods, services, and construction in a manner that promotes full and open competition, transparency, and fiscal responsibility. This position performs a variety of report analysis, monitoring and recording of related activities.

The Procurement Supervisor ensures procurement processes are conducted ethically and efficiently while supporting the operational needs of all departments within the Housing Authority.

Key Responsibilities and Duties

Procurement Administration

- Plan, coordinate, and supervise the procurement of supplies, equipment, services, and construction in accordance with HUD procurement regulations and Housing Authority policies.
- Develop, implement, and maintain procurement procedures that ensure fair, open, and competitive purchasing practices.
- Review and approve purchase requisitions, bid packages, RFPs, RFQs, contracts, and purchase orders.
- Oversee procurement thresholds including micro-purchases, small purchases, sealed bids, competitive proposals, and non-competitive procurements.
- Ensure proper documentation is maintained for procurement files to meet audit and HUD monitoring requirements.
- Assist departments in developing scopes of work, specifications, and bid documentation.
- Manage contract administration activities including renewals, amendments, and vendor performance monitoring.
- Ensure proper cost and price analysis is conducted when required.
- Promotes bid opportunities.
- Oversee order fulfillment (uniforms, furniture, cell phone, equipment, etc)
- Fleet management and inventory management.
- Handles urgent requests for emergency vendor services.

Staff Supervision

- Supervise, train, and evaluate procurement staff.
- Assign and review work to ensure accuracy, compliance, and timely completion.
- Provide guidance and professional development opportunities for procurement staff.
- Establish workflows and procedures to improve procurement efficiency and service delivery.

Vendor and Contract Management

- Oversee vendor registration including W-9 forms, vendor information forms, and ACH documentation.
- Drafts contracts, resolutions, monitors renews.
- Maintain vendor databases and ensure vendors meet applicable federal requirements.
- Communicate with vendors regarding solicitations, service issues, and procurement opportunities.
- Monitor vendor performance and ensure contract compliance.
- Maintain records of purchases for cost control and analysis purposes.
- Ensure order fulfillment integrity.

Financial and Administrative Coordination

- Coordinate with the Accounting Department to ensure accurate coding, purchasing documentation, and payment processing, and disbursements.
- Review purchase orders and procurement transactions to ensure compliance with agency budgets and general ledger coding.
- Assist in preparing procurement reports, documentation for audits, and HUD monitoring reviews.
- Assist in audit preparation and HUD reporting
- Assist in the support of reporting for HUD grants and capital fund management.
- Prepare reports as requested by Executive Leadership.

Technology and Systems

- Utilize and oversee procurement processes within the Housing Authority's enterprise systems (e.g., Yardi, Wintergrate Elite, or similar systems).
- Ensure procurement records are maintained electronically and in accordance with record retention requirements

Communication and Interdepartmental Support

- Provide procurement guidance and support to internal departments.
- Communicate effectively with staff, vendors, and external partners regarding procurement processes and requirements.
- Assist departments with planning purchases for operational needs and agency initiatives.

Compliance and Internal Controls

- Ensure procurement activities maintain the highest ethical standards and conflict-of-interest protections.
- Implement internal controls to safeguard public funds.
- Section 3 data collection, compliance, and reporting.
- Assist with HUD reviews, audits, and procurement monitoring activities.
- Keeps up with HUD regulations involving procurement and maintain policy records.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of HUD procurement regulations and federal procurement standards.
- Strong understanding of public procurement processes, bidding procedures, and contract administration.
- Ability to supervise staff and manage multiple procurement projects simultaneously.
- Strong attention to detail and ability to meet deadlines.
- Excellent written and verbal communication skills,
- Ability to present to the Board of Commissioners, or an audience of stakeholders.
- Ability to compose clear procurement correspondence and documentation
- Professional and timely communication with internal departments and vendors.
- Ability to analyze procurement documentation for accuracy and compliance.
- Strong organizational and problem-solving skills.
- Ability to operate standard office equipment including computers, copiers, and
- Willingness to be available in the event of an agency emergency

Qualifications

- Bachelor's degree (preferred) or Associate Degree in Business Administration, Public Administration, Finance, Supply Chain Management, or a related field preferred.
- 3–5 years of procurement or purchasing experience, preferably within a public agency, housing authority, or government environment.
- Supervisory experience preferred.
- Experience with HUD procurement regulations or federal grant procurement strongly preferred.
- Proficiency in Microsoft Office (Outlook, Word, Excel).
- Ability to learn and become proficient in enterprise procurement systems such as Yardi, Wintergrate Elite, or similar software