

## **PROCUREMENT AND CONTRACT TECHNICIAN**

The Procurement and Contract Technician provides technical and administrative support to the Procurement Department to coordinate the procurement of materials, supplies, equipment, and contractual services. Provides support for the administration of contracts, construction, and services to Executive Administration, Supervisors, and Management Staff.

Minimum starting wage is \$23.50 per hour. LMHA offers full time employees medical, dental, vision, and life insurance; Retirement plan and 457 deferred compensation plans through OPERS; 10 vacation days from date of hire; 15 sick days, 15 paid holidays, 2 personal days and a self-care day.

Minimum requirements: Associate's degree plus three (3) years of experience in the procurement and/or contracting process, including contract preparations and assisting in the bidding process, or equivalent combination of education and relevant experience. Paralegal training and experience are acceptable. Previous training in the public sector procurement, and Department of Labor/Davis Bacon Wages preferred. Previous employment experience with a Public Housing Authority is preferred. Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio driver's license within 14 days of employment.

Please download the application packet from the website. Completed packets can be emailed to [jobs@lmha.org](mailto:jobs@lmha.org), faxed to 440.288.7361 or mailed to: LMHA, Human Resources Department, 1600 Kansas Avenue, Lorain, OH 44052. Applications accepted until position is filled.

**EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY**



## **LORAIN METROPOLITAN HOUSING AUTHORITY**

### **PROCUREMENT AND CONTRACT TECHNICIAN**

Reports to: Procurement and Contract Manager  
Department: Procurement  
Location: 1600  
Status: Exempt  
Salary Range: \$23.50 - \$35.25 per hour  
Pay Grade: 7  
Revision: July 2022

#### **General Statement**

Summary: Provides technical and administrative support to the Procurement Department to coordinate the procurement of materials, supplies, equipment, and contractual services. Provides support for the administration of contracts, construction, and services to Executive Administration, Supervisors, and Management Staff.

#### **Duties and Responsibilities**

##### **Primary Duties:**

Provides technical support to the Procurement Department to coordinate the procurement of materials, supplies, equipment, and contractual services.

Provides support for the administration of contracts, construction, and services to Executive Administration, Supervisors, and Management Staff.

Primary communication source for scheduling, sharing contact information, and mailing, emailing, & uploading documents for the Procurement Department, Executive Management, Property Management teams, contractors, professional service providers, and government agencies.

Prepares construction and non-construction bid documents relating to the Public Housing Authority and LMHA-owned or managed properties.

Prepares all Invitation for Bid (IFB) documents, posts advertisements, maintains the posting of solicitations.

Prepares specifications, solicitations, and Requests for Qualifications/Proposals (RFQs/RFPs) for professional and service contracts.

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Assists with developing and maintaining standardized RFPs, RFQs, and IFB templates.

Prepares addenda to and clarifications of solicitations during the advertising period.

Assists with the review of competitive bids, quotes, and proposals from vendors and contractors.

Prepares notifications of award and final contract documents for construction, non-construction, maintenance, and service contracts, including technical specifications, contract terms, pricing, and HUD-required documents.

Maintains a system of tracking commencement, renewal, and termination dates of all contracts, ensuring solicitations or renewal requests are issued in a timely manner to avoid lapse in service.

Maintains recordkeeping system for bidder's lists, plan holder's lists, contract registers, specifications, construction drawings, as-built drawings, owner's manuals, product specifications, warranty documents for labor and materials, and contract files (electronic and paper).

Prepares procurement-related reports, routine correspondence, memorandums, agendas, and letters.

Responds to inquiries from contractors, staff members, and the public in a professional and timely manner.

Maintains the updated federal Davis Bacon Wage Decisions.

Tracks contractor payments and certified payroll reports for compliance with Davis Bacon Labor standards.

Prepares the submission of federal wage and labor compliance reports.

Tracks Minority Business Enterprise (MBE) participation and Section 3 new hires for reporting purposes.

Attends contract-related meetings at COCC or at job site, as required.

Attends bid openings and other departmental meetings; accurately transcribes meeting minutes, tabulates bids, distributes, and tracks construction plans and specifications.

Performs various duties of the Procurement Department, when assigned.

Back up to COCC front desk receptionist, when assigned.

Performs other related duties as required.

### **Qualifications**

Education/Experience: Associate's degree plus three (3) years of experience in the procurement and/or contracting process, including contract preparations and assisting in the bidding process, or

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equivalent combination of education and relevant experience. Paralegal training and experience are acceptable. Previous training in the public sector procurement, and Department of Labor/Davis Bacon Wages preferred. Previous employment experience with a Public Housing Authority is preferred.

Language Skills: Ability to communicate effectively with staff, residents, and the public.

Mathematical Skills: Basic math skills.

Reasoning Ability: Problem solving

Computer Skills: Ability to learn computer programs needed for the position.

Certificates, Licenses, Registrations: Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment. Must complete HUD Procurement training within 12 months of hire.

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

Must pass physical, drug screen, employment reference and criminal history background check.

Ability to become proficient in LMHA computer software and HUD-required software.

Proficient in Microsoft Word, Excel, and Outlook.

Ability to develop working knowledge of governmental/public sector procurement and contracting, Davis Bacon Wage compliance, Section 3, and EEO compliance.

Ability to analyze complex documents, such as bids, proposals, specifications, contracts.

Ability to prepare solicitations for products and services.

Excellent written and verbal skills with the ability to explain reasoning for actions taken.

Ability to read, interpret, and implement federal regulations pertaining to contracting and procurement.

Ability to work in a fast-paced environment and prioritize multiple tasks with frequent interruptions.

Ability to work with, serve and communicate effectively with a diverse population and relate to individuals at all socio-economic levels, including tenants, employees, contractors, vendors, board members, and HUD personnel.

Requires excellent internal and external customer service skills.

Requires excellent organizational skills.

Ability to operate independently with little supervision and maintain an expectation for success.

Requires a high degree of confidentiality.

Ability to speak, read, and write Spanish a plus, but not required.

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### **Physical Demands/Work Environment**

Physical Qualifications: 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 essential functions of this job, the employee is frequently required to sit, talk, see, and hear. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer. The employee is occasionally required to stand and walk; ascend and descend stairs; reach with hands and arms; climb, balance, kneel, bend, stoop, crouch or twist; finger grasp and handle objects. The employee must occasionally lift, push, pull, and/or move up to 25 pounds.

Work 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.

The noise level in the work environment is usually quiet and occasionally moderate with typical office sounds and conversations of others able to be heard throughout the office area. Though the work is conducted primarily in an office environment, the employee may occasionally be exposed to wet and/or humid conditions, fumes and airborne particles, construction sites and outside weather conditions.

### **ADA/EEO Compliance**

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.