



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: September 23, 2022
Position Closing Date: October 7, 2022**

Job Announcement

**Position: CONSTRUCTION PURCHASING AGENT
Salary: \$71,006 - \$105,522**

Under the direction of the Director of Construction (contracting officer), lead, direct and maintain the centralized purchasing program in compliance with federal, state and local laws and regulations; work in conjunction with other MDHA departments to purchase and maintain contracts, supplies, materials, professional services, and related programs; assist in maintaining the procurement marketplace and the agency DBE program for contractors, vendor, and supplier; perform other related duties. ***Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.***

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's degree in Business Administration, Supply Chain Management, Accounting, Finance, or a related area, plus four (4) years of work experience in procurement involving the development, negotiation, and administration of contracts management and/or procurement of supplies, equipment or services; or an equivalent combination of education, training, and experience. Experience in governmental procurement or purchasing is preferred. Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Research changes in purchasing legislation: make recommendations for changes to the procurement policy, as applicable.
- Cooperate and communicate with local, state, and federal purchasing agencies, as applicable.
- Research market sources and vendors to locate and ensure the most cost-effective and competitive pricing for the purchase of supplies and services. Review universal or inter-agency contracts for piggybacking opportunities, evaluate market volatility, price trends, availability, alternative products, and potential future problems or opportunities; organize and host vendor fairs.
- Administer and manage the procurement process in accordance with the Procurement Policy and Procedures.
- Participate in professional organizations (e.g., National Institute of Governmental Purchasing (NIGP), Middle TN Public Purchasing Association (MTTPA), TN Association of Public Purchasing (TAPP), and TN Association of Housing and Redevelopment Authorities (TAHRA));
- Prepare specifications with technical assistance from department staff. Prepare requisitions, informal bids, Invitations for Bid (IFB), Requests for Qualifications (RFQ), and Requests for Proposals (RFP) and associated addenda for staff approval. Upload procurement opportunities to MDHA Marketplace and website. Lead or assist with evaluating formal bids and Requests for Proposals and provide recommendations for awards. Guide the definition of contract language and prepare final contract documents for Contracts, Purchase Orders, and Amendments for these services. Prepare written reports, presentations, and debriefing(s) as necessary.
- Manage contracts and requests with Finance and Property Management teams. Review invoices for contract compliance and process in a timely manner. Oversee processing of invoices by support staff. Monitor contractor compliance and resolve issues with contractors, vendors, and end users.
- Maintain agency alarm permits for all departments.
- Supervises the transfer of surplus or unused supplies and equipment and arranges for the sale of obsolete or surplus property.
- Prepare Diversity Business Enterprise (DBE) reports quarterly and Section 3 report annually for contracted services and materials. Provide report to Contracting Agent for inclusion in the overall agency report. Meet or exceed MDHA's DBE participation goal for contracted services. Include appropriate DBE and Section 3 information in procurement opportunities.
- Maintain accurate records and cooperate with audits.
- Interact professionally while maintaining effective working relationships with superiors, coworkers, company representatives, and government officials.
- Develop and maintain effective working relationships with salespersons, vendors, and members of the public.
- Keep Department Director up to date on department issues/challenges related to this position and make recommendations on possible solutions;
- Oversee the copy machines contracts, repairs, and replacements throughout the agency.
- When needed, assist with agency mail.
- Perform related work and other duties as required or needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Behavioral Skills:

Knowledge of contract law(s) and all federal, state and local laws having reference to local purchasing procedures; knowledge of the types of materials, supplies and equipment commonly used by a municipality; knowledge of sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials; knowledge of local government budgeting; knowledge of legislative procedures in local government.

Technical Skills:

Knowledge of the types of materials, supplies and equipment commonly used by a municipality; knowledge of sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials; knowledge of local government budgeting; knowledge of legislative procedures in local government; ability to remain abreast of economic conditions such as prices, supply and technical changes; ability to choose between alternatives for the selection of goods using past performance, service, reliability, cost and quality as criteria for purchase.

Physical Skills:

Willingness and mental and physical ability to perform the duties involved in this classification. The ability to perform work with or without an accommodation requires sitting, standing, walking, dexterity of hands and clarity of vision, speech, hearing, and powers of observation; other physical duties as required.

Financial Skills:

None

License(s) Required:

EQUIPMENT USED

Personal computer, postal machines, other general office equipment.

SUPERVISION EXERCISED

Administrative Staff

LICENSE(S) REQUIRED

Valid Tennessee driver's license, Certification as a CPPB or CPPO acquired after hire.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. To complete the application process, all applicants are required to submit an application, resume and complete the screening questions. The Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

Metropolitan Development and Housing Agency

701 South Sixth St.

Nashville, Tennessee 37206

www.Nashville-MDHA.org

TDD#252-8599

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.