

## **Manager of Procurement and Contracts**

The Housing Authority of Kansas City, Missouri (HAKC) is seeking qualified applicants for the position of Manager of Procurement and Contracts. The primary purpose of this position is to direct, manage, and oversee the procurement and contracting activities of HAKC to ensure compliance with all applicable regulations.

### **Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

1. Develop bid packages and request for proposals and request for qualifications in conjunction with HAKC department heads and other requesting parties.
2. Coordinate and facilitate evaluation committees to evaluate proposals submitted in response to RFP's and RFQ's.
3. Develop resolutions for presentation to the Board, in conjunction with department heads and other requesting parties for all contracts issued over \$25,000.
4. Work with contract staff to ensure compliance by vendors and contractors with all requirements of contract.
5. Insure proper file documentation for all contracts and purchase orders as part of the central filing system.
6. Oversee the work of procurement and contract staff.

### **Education and/or Experience**

Bachelor's Degree from a four (4) year college or university; or three (3) years of specialized experience related to this position or equivalent combination of education and experience. Must have considerable knowledge of bidding and contracting principles and standards for procuring goods, services and construction. Experience working with State and Federally funded Procurement Programs preferred. Must have considerable knowledge of HUD contracting requirements and Department of Labor Standards. Must have at least two years of supervisory experience.

Interested applicants should forward resume to:

Housing Authority of Kansas City, Missouri  
Administrative Services Department  
920 Main Street, Suite 701  
Kansas City, MO  
email: [tgumbel@hakc.org](mailto:tgumbel@hakc.org)

POSITION IS OPEN UNTIL FILLED

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