

Dayton Metropolitan Housing Authority
400 Wayne Avenue
Post Office Box 8750
Dayton OH 45401-8750

Human Resources Memorandum No. 10.13
Notice of Job Vacancy

Posting Date: July 22, 2010
Position: Senior Manager of Compliance
Type: Full-Time
Exempt Status: Exempt
Location: Central Office
Department: Operations
Reports To: Chief Executive Officer
Band: Functional Leadership
Starting Salary: \$61,600 - \$77,000
Closing Date: August 5, 2010

JOB SUMMARY:

Manages and directs the procurement of all goods and services, and assures compliance with all DMHA and HUD rules and all state and federal laws and regulations. Administers all DMHA contracts to assure compliance with all terms and provisions. Ensures accurate accounting of all DMHA equipment and supply inventories.

ESSENTIAL JOB FUNCTIONS:

Under the general direction of the Vice-President of Operations:

1. Manages the contracting process for all DMHA contracted services from bidding through completion, including preparation of bidding documents, evaluation of bids, awarding of contracts, completion of contract documents, and monitors performance to assure compliance with contract terms and conditions.
2. Oversees the requisitions, requests and evaluates vendor quotes, and processes and issues purchase orders for all DMHA supplies to assure that supplies are obtained in a timely and cost-effective manner.
3. Develops procurement procedures and assures Agency compliance with established procurement procedures.
4. Manages asset inventory, and assures that accurate records of all DMHA supplies and assets are maintained.
5. Processes insurance claims received from site(s).
6. Performs other tasks as directed by the Chief Executive Officer.

EOE



SUPERVISORY RESPONSIBILITIES:

This position supervises the work of the two Contract Administrators, Buyer and Program Voucher Auditor, including staff selection, training, evaluation, and discipline.

WORK ENVIRONMENT:

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Hold a minimum of a Bachelor's degree from an accredited institution in Accounting, Business, or a related discipline, and three years of experience in procurement and contracting.
2. Have experience with and maintain knowledge of Department of Housing and Urban Development (HUD) policies and procedures and other applicable local, state, and federal laws and regulations.
3. Have proficiency in Microsoft Office applications.
4. Be able to communicate clearly and precisely, both orally and in writing.
5. Be able to meet the following physical requirements with or without reasonable accommodation:
 - a. Use hands to manipulate, handle, feel, and control items or equipment;
 - b. Reach with hands and arms;
 - c. Talk and hear;
 - d. See and be able to read, write, and interpret text, spreadsheet, and graphical documents;
 - e. Occasionally lift and move objects weighing up to 25 pounds.

The functions, qualifications, responsibilities, and requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed job functions do not necessarily include all activities that the incumbent may perform.

This position will close for applications/resumes on the date listed above. Applications/resumes presented in person, faxed, postmarked, or emailed to recruiter@dmha.org by 5:00 p.m. of the closing date will be accepted for consideration. Please include the memorandum number on your application/resume.

NO PHONE CALLS PLEASE

