



Utah Paiute Tribal Housing Authority

565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122

Job Opening: Procurement Officer

Opening Date: October 30, 2017

Closing Date: November 13, 2017 at 5:00 pm (MST)

Department: Housing

Supervisor: Executive Director

Status: Full-Time

Location: 565 North 100 East, Cedar City, Utah 84721

Beginning Wage: \$18.00 + per hour based on experience and Full Benefit Package

The Utah Paiute Tribal Housing Authority (UPTHA) in Cedar City, Utah is seeking applicants for the position of procurement officer. UPTHA is a tribally designated housing entity that provides housing assistance to members of the Paiute Indian Tribe of Utah.

JOB SUMMARY:

This position consists of management level operations overseeing all aspects of procurement activities for the Paiute Housing Authority.

PROGRAM MANAGEMENT (PM)

Perform daily operations of procurement activities in accordance with the Code of Federal Regulations and UPTHA policy which includes tracking expenditures and conducting record-keeping, document tracking, department accountability, contract management and rehabilitation of existing rental units along with the following duties and responsibilities.

PM – Essential Duties and Responsibilities

1. Follow established federal regulations and UPTHA Policy
2. Ensure the staff adhere to OSHA safety standards.
3. Record-keeping, creating and maintaining reports using computer software.
4. Coordinate repair, rehabilitation and modernization work to be completed on housing units.
5. Prepare monthly report as part of the overall housing report to the board of commissioners.
6. Meet regularly with Executive Director providing procurement program updates.

Fiscal Management (FM)

Maintain procurement files to include any financial activity, warranty information and proof of purchase. Coordinate any requests for large purchases with Executive Director. Submit accurate financial reports as requested along with the following duties and responsibilities:

FM – ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work closely with Maintenance Supervisor for repair work.
2. Continued awareness of changes to regulations, policy and procedures.
3. Spot check completed rehabilitation work performed by contractors.
4. Track inventory including large purchases and equipment, supplies and materials.
5. Manage and administer UPTHA Safety Program – provide monthly trainings to all personnel.
6. Monitor fleet program to include trucks, trailers and heavy equipment.
7. Point of contact for all vendors, contractors and rehabilitation work.
8. Responsible to maintain all UPTHA buildings and grounds.

Skills and Abilities:

1. Computer operations, (i.e. Microsoft Word, Excel, email) – Must be able to pass a typing test and computer Microsoft word and excel exam.
2. Good writing skills consistent with preparing reports, and other communications as required.
3. Excellent verbal communication skills
4. Detail oriented, note-taking, office and team organization, and accurate information flow.

Qualifications and Requirements:

1. High school graduate/GED and at least 4 years of office management and procurement experience; or bachelor degree and 1 year experience.
2. Successfully pass a drug and background test prior to any job offer.
3. Must be self-motivated and perform with a high level of personal integrity
4. Demonstrate success at completing tasks on time and with high level of accuracy.
4. Preference given to applicants with experience working with rental unit tenants.
5. Awareness and possess a high degree of cultural sensitivity
6. Must possess a valid Utah Driver License and be insurable.
7. Punctual, attentive, professional demeanor and work well in a team environment, honest in dealings and possess a high level of integrity.

The work is performed both in an office setting and outdoor work is required in the inspection of housing and in various land use developments and construction sites. At times work in extreme weather conditions to include dust, cold and hot weather (protective equipment will be provided). Must be able to lift 25 lbs.

OFFICE MACHINES, TOOLS AND EQUIPMENT:

Must be able to operate a desk-top computer, multi-line telephone system, copy machine, printer and fax machine. Also, recognize the safe use of hand tools, electric tools and heavy equipment consistent with OSHA standards.

DISCLAIMER:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Submit Cover Letter, Application and Resume along with a copy of your Utah State Driver License, Authorization to work in the United States and Proof of Indian Preference (if applicable) to:

Utah Paiute Tribal Housing Authority
Attn: James Emery, Executive Director
565 North 100 East
Cedar City, Utah 84721
Email: jcemery763@gmail.com
Fax: (435) 586-0896

The Utah Paiute Tribal Housing Authority is an equal opportunity employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference.