



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-013	Procurement Fleet and Material Specialist
Number of Openings	Compensation (Depending on Experience)
1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$58,667.02 (Step 1)- \$93,787.61 (Step 20) annually <i>The typical starting range for this position is between \$58,667.02 and \$64,757.47, DOE.</i>

Opening Date	Closing Date
March 6, 2024 <i>Applications are reviewed on a rolling basis.</i>	March 22, 2024, (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants must:</p> <ul style="list-style-type: none"> Complete an application online - to apply click here Submit a cover letter and resume <p>Incomplete applications will not be considered. <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, candidates must successfully:</p> <ul style="list-style-type: none"> Complete a background investigation which may include: (<i>education, criminal history, credit, fingerprints, and DMV</i>) Pass a workplace drug test (including marijuana*) Possess a valid State of Nevada driver's license Possess a clean driving record

**As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

Employee Benefits
<p>Pay is only part of the generous total compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is currently recruiting a Procurement Fleet and Material Specialist to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snvrha.org.</p> <p>If relocating from out-of-state, more than its famous Strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Procurement Fleet and Material Specialist is responsible for fleet management, materials management, and fixed asset control. This position also performs technical support related to purchasing, contracting, and expediting activities for the purchase of a variety of commodities, such as but not limited to, automotive, heating, plumbing, janitorial, appliances, ventilation, air conditioning equipment, electrical, building materials, hardware, and office and safety supplies and a variety of services as requisitioned by the Authority departments. The incumbent may also perform, some minor job functions of Contract Administrators and Procurement Manager, and other tasks as assigned.</p>

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer
SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement is a summary of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Records and maintains database and information regarding assignment and recording of asset numbers for acquisitions and disposals of assets (equipment) valued over \$5,000.
- Maintains database by recording costs, dates, other information regarding the asset, and disposal information.
- Conducts a bi-annual physical audit verifying the location of the asset by scanning assigned asset tags and entering the location of the asset in the scanner device.
- Creates, maintains, and updates fleet documentation including but not limited to acquisition/disposal of fleet assets, service records, manufacturer recalls, purchase requisitions and orders, incidents/accidents, DMV registration, and Insurance communication regarding adding, and disposal of the fleet.
- Creates and maintains a database of fleet assets recording information regarding the asset, including but not limited to, assignments to staff and properties, year/make/model, GPS device assignments, budget allocation for services and fuel, acquisition/costs, and disposition (disposal/sales and return on investment), service/fuel costs, annual vehicle inspections, staff identification for fueling services and access, etc.
- Updates and submits an annual report to DMV for annual inspections (smog) of fleet assets.
- Serve as a negotiator to arrange the most favorable pricing, deliverables, terms & conditions, mutually beneficial arrangements, and dispute resolution.
- Enters purchase requisitions based on assigned department annual budgets and tracks monthly to ensure budget compliance and service/fuel invoices are allocated properly.
- Assists procurement department staff as needed and as assigned. Tasks include but are not limited to advertising with local newspapers for the Executive, Human Resources, and Eligibility Departments.
- Enters Department purchases requisitions for annual budgeted services, such as copier, office supplies, bottled water, and printing, and tracks same as the year progresses, requesting additions if needed.
- Review requisitions and requests for purchase to determine the types of materials, supplies, equipment, or services required; ensure that such requests are complete, accurate, and properly authorized.
- Orders materials and supplies from established sources of supply; obtain verbal or written price quotations and delivery information; places orders with the lowest responsible bidder that can meet quality and delivery requirements in accordance with Housing Authority policy and procedures.
- Gather information for contracts and solicitations, track legal documents, and processes; maintain, and update contract database and legal information; provide technical guidance to staff in determining needs, and drafting, reviewing, and revising contracts and specifications; provide information to staff and vendors within the scope of authority.
- Solicit prospective vendors, consult catalogs, other government agencies, and blanket contracts, interview suppliers to obtain prices and specifications for stock and special-order items; prepare summary documentation as required.
- Gather documentation required for contract execution; track the course and deadlines of contracts; establish and maintain complex files related to contracts; process contracts through the approval process; resolve issues as needed.
- Draft solicitations and process Purchase Orders and Blanket Purchase Orders in accordance with HUD Handbook 7460.8 and SNVRHA Policies and Procedures. Formulate, prepare, and award contracts.
- Prepare and obtain quotes for the purchase of office supplies, equipment, and services; research availability and specifications for supplies and equipment in accordance with Housing Authority standards.
- Purchase materials and supplies from established sources of supply; obtain verbal or written price quotations and delivery information; place orders with the lowest responsible bidder that can meet quality and delivery requirements in accordance with Housing Authority policy and procedures.
- Conducts monthly Materials Inventory Cycle Counts for all SNRHA properties. Reconcile these counts and send inventory variances to property managers. Conducts Annual Materials Physical Inventory for the Agency. Create final Annual Materials Physical Inventory Report for Senior Management.
- Attend bid meetings; inform vendors and contractors of SNVRHA and local agency policies and procedures, insurance requirements, bonding requirements, and other matters related to doing business with the SNVRHA.

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- Prepare purchase orders, bid documentation, specifications, correspondence, and various purchase documentation, and distribute materials to vendors as needed.
- Follow up on purchase orders to determine delivery times and clarify back-orders; provide such information to the ordering department and cancel orders or expedite delivery as soon as possible; authorize modification to ensure staff receives materials and supplies of appropriate quality and quantity in a timely manner.
- Confer with suppliers concerning late deliveries, price discrepancies, overdue purchase orders, incomplete orders, and return items to vendors in accordance with Housing Authority standards. Compare prices, specifications, and delivery dates and award contracts to bidders or place orders with suppliers or mail order firms in accordance with Housing Authority standards.
- Resolves purchase order and delivery complaints and problems. Work with Finance to resolve invoicing problems in a timely manner.
- Contribute to the overall quality of the department's division service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Performs a variety of office support work such as answering telephones, ordering supplies, maintaining routine files, and preparing periodic and special reports related to the work of the division.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.
- Work with confidential company and vendor information.
- Communicate both orally and in writing professionally.

This position is eligible for participation in the collective bargaining unit (SEIU) representing certain Southern Nevada Regional Housing Authority employees.

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully on the job. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed in order to determine how well (s) they meet the minimum qualifications of the position and the immediate needs of the agency. Applicants should possess the following:

- Associate's degree in public administration, business administration, mathematics, economics, accounting or similar discipline.
- Three (3) years of experience in buying/purchasing, government procurement, materials management, fleet management, and fixed asset management.
- Demonstrated knowledge of HUD procurement regulations and guidelines.
- Proficiency in MS Excel.

Preferred Qualifications

Preferred qualifications are desired qualifications above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Bachelor's degree in public administration, business administration, mathematics, economics, accounting or similar discipline
- Prior government accounting/procurement/contract experience.
- Certified Planning and Inventory Management Certification, a plus.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Minimum qualifications are used as a first step in identifying applicants who may perform satisfactorily on the job. Applicants who "meet" minimum qualifications are further assessed in order to determine how well they meet the minimum qualifications for the position. Evaluation factors include but are not limited to, a cover letter, resume, writing samples, pre-employment assessments, panel interviews, references, performance evaluations, and background investigation.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact our Human Resources Department (702.477.3170).

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