

Housing Authority of the County of Alameda

Human Resources Department



Position:	Procurement and Purchasing Manager	Classification #:	3680M
Salary Range:	\$98,893-\$146,856/annually	Location:	Hayward, California
Job Type:	Regular Full-Time	Department:	Finance Department
Opening Date:	05/05/2025	Closing Date:	06/05/2025 at 11:59 p.m.

ABOUT HACA:

The Housing Authority of the County of Alameda (HACA) offers several programs funded by the U.S. Department of Housing and Urban Development (HUD) to assist low-income families, seniors, people with disabilities, and others in various parts of Alameda County. HACA's goal is to provide affordable housing, rental assistance, and associated services to individuals with low-, very low-, and extremely low-incomes. This includes elderly individuals and those with documented disabilities, assisting them in achieving as much independence as possible within their means.

HACA is located in the city of Hayward and serves Albany, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro, Union City, and several unincorporated communities, including Castro Valley and San Lorenzo.

HACA is an independent governmental entity separate from the County of Alameda and is governed by a 12-member Housing Commission appointed by the Alameda County Board of Supervisors. The Housing Commission comprises one appointee from each city (usually city council members), one representative from the unincorporated area, and two HACA residents.

ABOUT THE POSITION:

HACA is seeking a collaborative and proactive Procurement and Purchasing Manager to lead HACA's purchasing and procurement activities. Under the direction of the Finance Director, the Procurement and Purchasing Manager (the Manager) plays a critical role at HACA. Working closely with leadership, the Manager is responsible for analyzing, planning, directing, and managing purchasing and procurement processes for services, materials, supplies, and equipment; conducting outreach and formal bidding processes; and ensuring regulatory compliance.

This position combines an active, hands-on, and results-focused style with a strategic orientation that allows the Manager to operate as a business partner and service provider. The new Manager will be able to establish effective policies and procedures to ensure an efficient and effective department.

DEFINITION/PURPOSE:

To organize, direct, and supervise the work required to perform a variety of purchasing duties. Establish product standards and specifications, conduct formal bidding processes, develop independent cost estimates, and procure materials, supplies, and equipment for the Housing Authority. Conduct outreach to local, small, women and minority owned businesses. Monitor compliance with HUD regulations and the California Public Contract Code for construction and service contracts; recommend appropriate action to effect compliance and to seek appropriate measures for non-compliance. Facilitate meetings with Housing Authority management to determine needs. Responsible for the formal invitation for the bid process, requests for quotations, and requests for proposals.

DISTINGUISHING FEATURES:

This single incumbent management classification is located in the Finance Department and reports to the Finance Director. It is distinguished from other management positions at the Housing Authority by being responsible for procuring goods and services, the solicitation process and contract award, and the drafting, negotiation, documentation,

execution, and management of contracts within the Housing Authority.

SUPERVISION RECEIVED AND EXERCISED:

The Procurement and Purchasing Manager receives direction from the Finance Director and may supervise one Administrative Clerk.

ESSENTIAL AND MARGINAL JOB FUNCTIONS:

Primary (essential) and less essential (marginal) responsibilities may include, but are not limited to, the following:

Essential Functions:

1. Analyze, plan, organize, and direct Housing Authority procurement processes, goods warehousing, inventory management, and disposition.
2. Confer with management staff and perform a needs and scope of work analysis to determine the appropriate procurement method.
3. Review department requisitions for accuracy and compliance.
4. Establish procurement procedures, manage the solicitation process, obtain cost estimates, and develop solicitation protocols for bids, quotations, and proposals.
5. Maintain monitoring and reporting systems to ensure the timeliness of procurement activities.
6. Prepare and advertise Invitations for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), and Quotations for Small Purchases (QSP) utilizing the Housing Authority website, local newspapers, and/or trade journals.
7. Analyze solicitation responses for conformance to specifications and determine the respondent's suitability to perform the requested services based on evaluation criteria or by receiving a responsive, responsible, and reasonably priced bid/quotation.
8. Examine all required documentation, including checking references, licensure, insurance, debarment and suspension status, state registration, and tax identification information, confirming all documents possess the company or individual's legal name.
9. Draft and issue purchase orders; review purchase orders prepared by staff.
10. Negotiate contract and purchase order terms, schedules, and pricing.
11. Monitor contracts and purchase orders to ensure vendor compliance with schedules, terms, scope of work, requested products, and correct quantities.
12. Inspect and maintain quality control for supplies and equipment.
13. Executes purchase orders within delegated signature authority.
14. Develop a diverse pool of suppliers, including minority and women business enterprises (MBE/WBE); interview suppliers, check references, and obtain product and service information.
15. Ensure compliance with the U.S. Department of Labor and Davis-Bacon Act prevailing wage requirements.
16. Prepare Housing Commission agenda items for information and recommendation of contract awards; attend Housing Commission meetings, present agenda items to Housing Commissioners, answer questions, provide clarification, and explain procurement policies.
17. Coordinate and manage inventories, dispose of excess or obsolete items in accordance with procurement policy.
18. Perform buyer functions for high-dollar procurements.

Marginal Functions:

1. Provide input in decision-making regarding areas of procurement.
2. Manage special projects as directed by the Finance Director.
3. Perform other duties as required.

KNOWLEDGE AND ABILITIES:

The Procurement & Purchasing Manager requires the:

Knowledge of:

1. Principles and practices of procurement procedures, competitive bidding and negotiation.
2. Supply management, marketing practices and pricing methods.

3. Laws and regulations applying to government procurement and Housing Authority procurement
4. Principles and methods of computerized procurement and inventory
5. Report and public information writing techniques

Ability to:

1. Analyze information; identify and evaluate alternatives, assess risk, project consequences, and make recommendations
2. Prepare clear and concise reports, correspondence, and other written materials
3. Make clear, concise, and informative oral presentations
4. Interpret and apply established policies and procedures, rules, and regulations
5. Utilize Housing Authority computer applications, related software, and dedicated computer systems
6. Establish and maintain accurate records
7. Establish and maintain cooperative working relationships developed while performing duties

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education:

Possession of a bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field; and

Work Experience:

Five (5) years of professional experience in a purchasing and/or procurement management position.

Desirable Qualification:

A master's degree in and knowledge of government and/or Department of Housing and Urban Development (HUD) procurement requirements.

HACA will consider a combination of education and experience that demonstrates the required knowledge and abilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The abovementioned requirements represent the required knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

PHYSICAL DEMANDS:

The physical demands described here represent those that must be met by an employee to perform the essential job functions successfully.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and be mobile within and outside the workplace, including the ability to drive an automobile. Manual dexterity is required to operate computers and office equipment. Good eyesight is required to read, write, and perform calculations. Good hearing and speech are necessary to communicate with managers, staff, clients, and the general public. Mobility to move about client residences, including climbing stairs, is required. Must be able to handle stressful situations. Regular attendance is required.

DESIRABLE QUALIFICATIONS:

IDEAL CANDIDATE

The Procurement and Purchasing manager will be an enthusiastic leader with a service-driven approach and who is motivated by a dynamic work environment. The Manager will be a knowledgeable, proactive, and skilled professional eager to tackle new projects and challenges in a hands-on, result-oriented managerial role. The ideal candidate is a strategic thinker

with outstanding communication skills who operates in a highly collaborative and engaged manner. The successful candidate will be an adaptable, flexible, and methodical problem solver with strong organizational and administration skills.

The successful candidate will demonstrate the following attributes:

- Knowledge of the principles and practices of procurement procedures, competitive bidding, and negotiation processes.
- Knowledge of the laws and regulations applying to government and Housing Authority procurement.
- The ability to interpret and apply established policies, procedures, rules, and regulations.
- Experience working in a unionized environment supervising one or more staff positions.
- A strategic thinker capable of timely implementation through teamwork and collaboration.

COMPENSATION and BENEFITS:

The annual salary range for this position is **\$98,893-\$146,856**. Employees typically receive an annual COLA plus a merit increase. In addition, HACA offers an attractive benefits package including:

RETIREMENT

- Alameda County Employees' Retirement System (ACERA): New members participate in Tier IV with a benefit of 2.5% @ 67. Employees contribute approximately 9.30%.
- HACA employees participate in the Social Security system.
- Voluntary Deferred Compensation Plan (457 Retirement Savings Plan).

HEALTH BENEFITS

- Medical: Choice of plans that Kaiser or United Healthcare offers for employees and dependents. HACA pays 90% of premiums for Kaiser plans. Employees with medical coverage through another source may opt out of HACA's medical coverage and receive a stipend.
- Dental: Choice of Delta Dental (PPO) or Delta Care (HMO). HACA pays employees and dependents 100% of the premium.
- Vision: HACA pays 100% of employees' premiums. Employees pay for dependent coverage.
- Flexible spending account: Employees can elect an annual amount up to \$3,050 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- Employee Assistance Program: 100% HACA paid.

LEAVE BENEFITS

- Vacation: Accrues at varying rates for full-time employees. The beginning accrual rate is 120 hours per year for the first three years, increasing with tenure. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- Holidays: 14 paid holidays per calendar year.
- HACA also provides up to 5 floating holidays per fiscal year.
- Sick Leave: Accrued at the rate of 104 hours per year.
- Kin Care Leave: Up to 60 hours of accrued sick leave per calendar year may be used to care for eligible family members.

FRINGE BENEFITS

- Life Insurance: Group term life insurance with premiums paid by HACA. Employees are eligible after 6 months of employment.
- Management Flexible Benefit: Up to \$2,300 per calendar year in either taxable or non-taxable reimbursements for eligible purchases.
- 9/80 Work Schedule and Flexible Working Hours: HACA offices are closed every other Friday. To work 80 hours in each pay period, management employees are scheduled for 8.9 hours daily. Management employees have some ability to flexibly schedule their 8.9 hours/80 Work Week.

BACKGROUND CHECK & AND PRE-EMPLOYMENT PHYSICAL:

Background Check:

As part of the application process, we may investigate an applicant's employment history and contact their references. If the results of this investigation raise concerns, it may lead to disqualification from consideration for the position. Additionally, we will also take fingerprints for a criminal history review. A past conviction will be carefully considered on a case-by-case basis, considering its relevance to the job in question. While a conviction may result in the termination of eligibility for employment, it will not necessarily disqualify an applicant from consideration. Ultimately, the Personnel Committee or Executive Director will make the final decision.

Pre-Employment Physical:

All newly hired individuals must undergo a pre-employment medical examination, and employment offers are contingent on successfully passing the examination. HACA retains the right to disqualify candidates based on the examination physician's report.

HOW TO APPLY & TENTATIVE SELECTION PLAN:

How to Apply:

1. Application materials are available on the HACA website at <https://www.haca.net/employment/job-listings/>
2. Applications must be submitted by **11:59 p.m. on Thursday, June 5, 2025**, unless extended.

Application:

All the following documentation is **REQUIRED**, and the application packet **MUST** be submitted for the applicant to receive full consideration. All applicants **MUST** submit an application packet consisting of:

1. Compelling cover letter explaining interest and qualifications; and,
2. Resume; and,
3. Completed HACA employment application and,
4. HACA supplemental questionnaire.

Applicants may submit their application packet using one of the following methods:

1. Email your application packet to: jobs@haca.net
2. Mail your application packet to: (Postmark **MUST** before **11:59 p.m. on Thursday, June 5, 2025**)
HACA / Attn: Mildred Otis, Human Resources Manager
22941 Atherton Street
Hayward, CA 94541

Tentative Selection Plan:

Applicants will be informed via email with reasonable notice in advance of any examination process requiring their attendance. The following dates are tentative and subject to change based on the needs of HACA:

Job Posting:	Monday, May 5 th , 2025
Deadline for Filing:	11:59 p.m. on Thursday, June 5 th , 2025
Review for Minimum Qualifications:	Week of June 9 th , 2025
Panel Interview:	Week of June 23 rd , 2025
Second Interviews (In Person)	Week of July 14 th , 2025
Selection and Offer:	Week of July 21 st , 2025
Anticipated Start Date:	Monday, August 18 th , 2025

HOW TO APPLY & TENTATIVE SELECTION PLAN (CONTINUED):

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN

HACA's Human Resource Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) HACA's Reasonable Accommodation Policy and applicable statutes.

To request accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the Human Resources Representative listed on the job announcement before the last filing date. HACA requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA, and applicable statutes.

EQUAL EMPLOYMENT OPPORTUNITY:

HACA has a diverse workforce that is representative of the communities we serve and is proud to be an equal-opportunity employer. All aspects of employment are based on merit, competence, performance, and business need. HACA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. HACA celebrates diversity and is committed to creating an inclusive and welcoming workplace environment.

EXAMINATION:

Applications and other required related documents must be filed within the official period advertised for each examination. Applicants are responsible for the truth of all statements made in their applications and other related documents. False statements are grounds for rejection of an application or discharge from HACA employment in accordance with applicable HACA Personnel Rules.

The examination will consist of the following steps:

1. Screening all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam.
2. Review the applications of candidates who meet the minimum qualifications to select those best qualified to continue in the exam process.
3. A job-related in-person interview and an in-person written exercise.

The examination aims to assess the applicant's proficiency and expertise in various areas relevant to the position. These may include but are not limited to their knowledge of administrative procedures, record-keeping, data entry, communication, customer service, and computer applications such as Microsoft Office. Additionally, the examination will evaluate the applicant's ability to perform tasks and duties such as filing, organizing documents, scheduling appointments, and responding to inquiries. The examination results will help determine the applicant's suitability and readiness for this role.

THE SUPPLEMENTAL QUESTIONNAIRE FOLLOWS ON THE NEXT PAGE

SUPPLEMENTAL QUESTIONNAIRE:

The HACA employment application and supplemental questionnaire can be downloaded from HACA's website at www.haca.net. If you have any questions, please email the HR department at jobs@haca.net. HACA will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please email the HR department at jobs@haca.net.

PROCUREMENT AND PURCHASING MANAGER SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates with the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements and are the best qualified for the position will continue in the exam process.

DIRECTIONS:

- It is critical that you respond to this supplemental questionnaire completely; however, please limit your responses to one page for each question. Indicate your name on each page of your response.
- PLEASE BE ADVISED THAT although you may possess the minimum requirements for this exam, you are not guaranteed advancement in the selection process.
- Please return your completed application and supplemental questionnaire immediately, as the exam may be closed at any time. Applications submitted without a complete supplemental questionnaire will not be considered.
 1. Describe your experience (beyond what is stated in your resume and application) in a professional procurement capacity, particularly any experience that you have in the public sector. Indicate your years of experience, organization name, what you procured, amount of procurement and the level of independence under which you worked.
 2. List professional services for which you have procured. Indicate the methods used to procure the services.
 3. Provide an example of a service or project that you analyzed prior to taking steps to procuring it. Include your methods of analysis and your conclusion. Please provide specific details about the practical approach to the work you did beyond technical explanations.
 4. Provide information regarding federal, state, or local laws under which you had to comply in your procurement activities. Indicate the steps you took to ensure compliance.
 5. Describe your experience implementing and/or using an automated procurement process, the system used, and what type of electronic content management you maintained.