



## PROCUREMENT SPECIALIST

The San Benito Housing Authority is seeking an individual as the Procurement Specialist is responsible for coordinating the purchasing of goods, services, and contracts for the Housing Authority in compliance with applicable federal, state, and local regulations. This position ensures that procurement activities support organizational goals, provide cost-effective solutions, and follow HUD procurement standards. Ideal candidates should possess:

- High school diploma or GED required; Associate's or Bachelor's degree in business, accounting, public administration, or a related field preferred.
- Minimum of two (2) years of experience in purchasing, procurement, contract administration, or related field.
- Experience in government or HUD-funded procurement strongly preferred.
- Working knowledge of federal procurement regulations (especially HUD, 2 CFR 200).
- Strong understanding of public purchasing and contracting procedures.
- Excellent analytical, negotiation, and organizational skills.
- Ability to interpret legal and regulatory language related to procurement.
- Proficient in Microsoft Office and procurement software (e.g., Munis, Yardi, or similar).
- Strong written and verbal communication skills.
- High attention to detail and integrity in maintaining procurement records.

### Essential Duties and Responsibilities:

- Prepare and issue solicitations including Requests for Proposals (RFPs), Requests for Quotes (RFQs), and Invitations for Bids (IFBs) in accordance with HUD regulations and Housing Authority policies.
- Review vendor submissions for completeness and compliance; evaluate bids and proposals and assist in the selection process.
- Draft and administer contracts, purchase orders, and amendments ensuring proper documentation, approvals, and compliance.
- Monitor contract performance, vendor deliverables, and timelines to ensure goods and services are delivered as specified.
- Maintain and update the vendor database and preferred supplier lists.
- Assist with annual procurement planning, budgeting, and reporting.
- Track and file all procurement activity in an organized manner to support internal controls and external audits.
- Coordinate with finance, operations, and other departments to ensure procurement needs are clearly defined and appropriately fulfilled.
- Ensure purchases comply with the Housing Authority's Procurement Policy and applicable public procurement laws.
- Stay current with HUD procurement guidelines and best practices; attend training and procurement workshops as needed.

- Support minority-, women-, and disadvantaged-business enterprise (MWBE/DBE) outreach and compliance.
- Assist with asset inventory tracking and surplus property disposal in accordance with regulations.
- Perform other duties as assigned.

**Working Conditions:**

- Typical office environment with frequent use of computers and phones.
- May require occasional travel for vendor site visits or procurement training.
- Must be able to lift up to 25 lbs occasionally.

**Certifications (Preferred but Not Required):**

- Certified Public Procurement Officer (CPPPO), Certified Professional Public Buyer (CPPB), or similar credentials.

**Pay Rate: \$20/hour  
Position Open Until Filled**

**Interested individuals may submit an application through our  
website or in person at our office:**

**<https://sanbenitohousing.com/employment/>**

**San Benito Housing Authority  
Attn: Human Resources  
1400 N. Reagan Street  
San Benito, TX 78586**