



# Choctaw Housing Authority

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P.O. Box 6088 • Choctaw, Mississippi 39350  
Telephone: (601) 656-6617 • Fax: (601) 656-5246

*Serving Choctaw Communities in Mississippi & Tennessee*

## **JOB ANNOUNCEMENT**

### **#APO102024**

POSITION: Procurement Manager  
OPENING DATE: October 17, 2024  
CLOSING DATE: October 31, 2024 or until filled  
SALARY: Negotiable, based on experience  
SUPERVISOR: Executive Director  
JOB LOCATION: Choctaw Housing Authority, Choctaw, MS

#### **Scope of Service:**

The Procurement Officer is responsible for processing all CHA Departmental purchase order requests, implementing and documenting all CHA bidding process and drafting all CHA service contracts.

#### **DUTIES:**

1. Plan, direct and control purchasing of items for all CHA purchase order requests to assure their timely availability, in proper quantity and quality, at competitive cost.
2. Advertise and/or solicit service bids.
3. Conduct bid openings.
4. Draft service contracts (construction and renovation contracts).
5. Ensure all necessary contractor documents are on file.
6. Ensure all contracts and/or bidding process are in compliance with CHA Policy and HUD Regulations.
7. Perform other related duties as required by the Executive Director.

#### **QUALIFICATIONS:**

1. An AA degree in Business Administration preferred (*attach to application*)
2. At least 3 years of varied purchasing experience.
3. Proficient computer skills as well as proficiency in Microsoft 365/Office programs.

4. Must be able to work with minimum supervision.
5. Excellent written and oral communications skills.
6. Able to manage multiple priority tasks on a timeline.
7. Must be able to operate office machines.
8. Must have excellent organizational skills.
9. Must be able to maintain an effective working relationship with co-workers, clients, and community agencies.
10. Must possess a valid Mississippi Driver's License and be insurable.
11. Must have the ability to represent CHA in a professional manner.
12. Must be able to pass mandatory drug test at any given time.

**NOTE:**           **The Personnel Policy & Procedures of Choctaw Housing Authority, Native American Preference, Section I (A), have been revised and approved, as follows:**

CHOCTAW HOUSING AUTHORITY (CHA) adheres to a publicly announced policy and practice of extending preferential treatment to all eligible Native Americans with regard to recruitment, employment, reduction in force, promotion, training, and related employment action to the maximum extent permitted by applicable law. For purposes of this policy, an eligible "Native American" shall defined and interpreted to be an enrolled Mississippi Band of Choctaw Indians (MBCI) Member first; descendants of members of the MBCI second; and all other Native American Indians enrolled in a federally recognized Tribe third.

Notwithstanding, this Native American preference, CHOCTAW HOUSING AUTHORITY (CHA) will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or upgraded to fill a given job vacancy with a reasonable period of time at a reasonable cost.

**APPLICATIONS:** Applications must be picked up and submitted at Choctaw Housing Authority, 13660 Hwy 16 West, Choctaw, MS 39350.