



Job Title	DIRECTOR OF PROCUREMENT OVERSIGHT (EXEMPT)
Posting Date	May 9, 2022
Salary	TBD
Reports To	GENERAL MANAGER

Job Purpose

The primary duty of the Director of Grant/Procurement Oversight is to direct and coordinate activities involving purchasing and contracts for materials, equipment, machinery, and supplies in organization. Facilitate research, development, review and editing of departmental grant proposals; conduct research for potential funding sources and maintain databases.

Duties and Responsibilities

- Coordination of applications for Federal and State grants preparations
- Oversee the development and advertisement of “Request for Proposal” (RFP) and specifications for products and services.
- Responsible for monitoring contract services for compliance.
- Review all purchase requisitions for accuracy.
- Review purchase for supplies and equipment for the property and make arrangements with specialist for repairs that cannot be handled by regular property maintenance staff.
- Ensure that advertising practices are not discriminatory and that the company is compliant with local, state, and federal regulations and building codes.
- Chair pre-bid and RFP conferences. Also meet with the procurement committee to review bids and recommend prospective vendors.
- Take part in physical inventory annually.
- Facilitate, review, and edit grant proposals; conduct library and electric research and compiles data.
- Conduct research on potential funding sources.
- Work closely with facility and staff in developing and transforming ideas into grant proposals.
- Interact with external agencies involved in grant funding activities.
- Maintain comprehensive knowledge of particular areas involved in identifying and soliciting grants.
- Coordinate project activities.
- Attend Board of Director meetings as scheduled.
- Prepare special reports for Board of Directors, General Manager, and State and Federal agencies.

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Minimum Qualifications

- Grant/Procurement Oversight Director must know have knowledge:Federal grants guidelines.
- Writing and research skills.
- Written and verbal communications skills.Interpersonal/human relation skills.
- Ability to listen and develop information into grant proposals.Ability to codify ideas in coherently written text.
- Ability to operate personal computer, with various software programs.Ability to work independently and manage time effectively.
- Ability to pay attention to detail and maintain accurate record.Ability to maintain confidentiality.

A degree in business or in related field with two years to five years related experienceand/or training; or equivalent combination of education and experience.

Working conditions

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical requirements

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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