

**POSITION TITLE:** Vice President of Procurement

**DEPARTMENT:** Purchasing

**STATUS:** Exempt

**SALARY:** \$90,000 - \$110,000, dependent upon experience

**ABOUT THE WHA:**

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

**ABOUT THE POSITION:**

Working under the direct supervision of the Chief Financial Officer (CFO), the VP of Procurement (VP) directs all procurement and purchasing activities for the agency. This includes, but is not limited to, coordinating the purchase of all materials, supplies, and equipment, and managing contracts in accordance with relevant state and federal regulations, agency procedures, and sound business practices. The VP, managing a team of approximately 8-10 staff and overseeing the agency's supply warehouse, serves as a key advisor to the senior leadership team on related WHA policies, programs and procedures concerning the Authority's procurement, contracting, and purchasing. The VP works with external vendors to ensure compliance and to negotiate and maintain costs, exercising initiative and individual judgment based on background knowledge, and in consultation with the CFO.

This is a full-time, fully benefited, hybrid position located in Worcester, MA, with normal business hours of Monday through Friday, 8:00 a.m. – 4:30 p.m. and the ability to work remotely up to one day per week.

**ESSENTIAL FUNCTIONS:**

1. Leads, supervises, and directs all purchasing and supply/warehouse personnel (a team of up to 10), as well as all purchasing, supply, and warehouse policies, procedures, and goals.
2. Works in accordance with all state and federal regulatory procurement requirements, applicable M.G.L., HUD, and WHA policies, practices, and procedures to procure and manage all materials, supplies, equipment, and contractual services for the WHA.
3. Plans procurements to maximize the effectiveness of the agency's purchasing power using agency or statewide contracts when practicable, implements jointer or "piggy-back" intergovernmental contracts whenever possible in the best interest of the WHA.
4. Utilizes analytical, forecasting, and negotiation skills to procure goods, materials, and services on favorable terms for the agency and works with the supply team to assess needs and manage inventory.
5. Works with departments to develop IFBs, RFPs and RFQs for all items and services to be procured through the competitive bidding process and manages the process, beginning to

- end, including preparation of any ancillary materials and developing scoring methodology and evaluation criteria, summarizing and tabulating bids, and making recommendations for the awarding of bids and contracts to the CFO, CEO, and other senior leadership.
6. Coordinates with the Modernization Department to ensure standardized, consistent policies and compliance as it relates to management of the Capital Fund and Special Grant programs for all items and services to be procured through the competitive bidding process.
  7. Assists the Development Department with its procurement needs as requested.
  8. Maintains accurate records of procurement transactions, original signed contracts, and vendor information. (MSDS/testing results/wage reports/etc., and a chronological contract register detailing when contracts may need to be renewed or amended to protect agency interests.
  9. Stays abreast of market trends, industry developments, and regulatory requirements to inform procurement decisions and contribute to long-term strategy and planning for the department.
  10. Identifies opportunities for cost savings and implements process improvements within the procurement and warehouse/supply functions.
  11. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Bachelor's degree in business, finance, purchasing, or a related field required.
2. Minimum of five years' experience as a purchaser/buyer required.
3. Minimum of three years' experience supervising staff.
4. Thorough knowledge of procurement principles and practices, as well as statutory and legal requirements associated with government/public purchasing, including strong knowledge of M.G.L.149, M.G.L.30 39M, and M.G.L. 30B.
5. Basic knowledge of inventory principles and practices.
6. Strong computer skills, ideally with experience using Microsoft 365, Teams, and procurement software programs.
7. Ability to coordinate multiple group efforts within the company to achieve objectives.
8. Excellent written, verbal, and interpersonal communication skills; strong negotiator.
9. Excellent organizational and problem-solving skills.
10. Ability to multi-task under tight timelines and strict deadlines.
11. Ability to identify processes needing improvement, and to recommend improvements.
12. Strong critical thinking, analytical, relationship building and budgeting skills.
13. Massachusetts Certified Public Purchasing Official (MCPPO) certification preferred (or ability to obtain it within the first year of employment).
14. Ability to be relied upon to be available for work.

**PHYSICAL REQUIREMENTS:**

1. Ability to spend prolonged periods sitting at a desk and working on a computer.
2. Ability to spend occasional periods standing and walking, including climbing stairs, as well as balancing, stopping, kneeling, crouching, and/or crawling.
3. Ability to occasionally lift, push, or pull up to 20 pounds.
4. Ability to bend, handle materials, tools, or equipment, and reach with hands and/or arms.
5. Work may be performed with or without reasonable accommodation to a known disability.