

Rev. 05/2006  
Rev. 09/2022

NON-EXEMPT  
PR01

**HOUSING AUTHORITY OF THE CITY OF LUBBOCK  
POSITION DESCRIPTION**

**TITLE: PROJECT SUPERVISOR/PROCUREMENT OFFICER**  
**SUPERVISOR: PUBLIC HOUSING DIRECTOR**

**GENERAL SUMMARY:**

Under direction, purchases a variety of technical and non-technical items and materials required for operation of specific functions or LHA departments. Perform other duties involved in the implementation of the Housing Authority's Procurement department. Also performs duties to oversee the rehab of units and other construction projects, monitors projects for compliance, does reporting and pay approvals.

Performs job duties in a way that promotes a positive image of the Lubbock Housing Authority's organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.

**DUTIES AND RESPONSIBILITIES:**

It is an essential function of this classification to report for work at the assigned time, prepared to work the regularly scheduled hours.

Submit reports on a timely manner.

Develops, maintains, and promulgates procurement and materials management policies, procedures and practices for the Housing Authority.

Ensure that purchasing activities conform to federal and state laws and local ordinances. Ensure that bids and purchase order are awarded on a competitive basis.

Reviews purchasing policies and procedures and recommends changes in policies and procedures.

Maintain inventory of all LHA contracts and initiate bid/RFP process in advance of expiration dates.

Generate specifications for rehabs and other items.

Perform on site inspection of work in progress to ensure compliance with specifications and standards.

Ensure Federal Davis bacon and section 3 regulations and reports are complete and submitted.

Supervise and monitor the CFP funds to ensure compliance with all requirements. Submit reports as needed to stay in compliance.

Type at speed necessary for job performance. Familiar with computers and word and excel programs.

Perform other duties and responsibilities as required.

**EDUCATION AND EXPERIENCE:**

Education and experience equivalent to Bachelor's Degree from an accredited college or university with some business or construction background (one year of experience will substitute for one year of college.) 2 years experience purchasing a variety of items for a medium or complex organization preferred.

**PHYSICAL REQUIREMENTS**

Maintain the ability to:

1. Frequently stand and walk during the shift and occasionally bend and kneel.
2. Occasionally lift and carry 25 lbs.
3. Occasionally flex upper trunk forward at the waist and partially flex at the knees
4. Coordinate eye, hand and foot movement in order to operate a vehicle.

**LICENSE OR CERTIFICATE:**

Possession of, an appropriate valid Texas Drivers License.

**SPECIAL REQUIRMENTS:**

Insurability by the Housing Authority's vehicles liability insurance carrier at standard rates.

Starting pay rate: \$15.00/ hr