



MARCH 2026
FLSA: EXEMPT

PROCUREMENT AND ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under general direction, provides procurement, as well as other administrative, budgetary, and work-flow support to assigned Housing Authority projects and programs including but not limited to procurement; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among Housing Authority departments; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises general direction and supervision to assigned professional, technical and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

The incumbent is responsible for a wide range of analytical and management tasks and projects serving various departments and programs. Incumbents develop and implement policies and procedures for a variety of projects and programs within assigned departments, including budget administration, procurement and contract administration, management analysis, technical support, and program evaluation. The incumbent supports the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. The work has technical and complex programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve contact with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are expected to be fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Director of Administration and Services or Assistant Director of Administrative Services classifications in that they are responsible for oversight and management of the Administration and Services Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Directs, plans and leads all procurement activities for the agency and its affiliates, including maintaining and updating procurement policies for each legal entity affiliated with the Housing Authority of the City of Alameda, as well as managing processes for vendor outreach, solicitation, award of contracts, collection of required documentation and finalization of documents.
- Manages the full procurement process for goods, services, and construction projects, including developing scopes of work, preparing solicitations (RFPs, IFBs, RFQs), evaluating bids, and selecting vendors. Manages assigned procurement staff and works closely with department heads to establish procurement needs and processes.
- Conducts feasibility studies, cost analyses, and program evaluations for procurement-related projects; provides recommendations for operational and policy improvements.
- Coordinates with executive and management staff to determine specific procurement needs and recommend appropriate methods for procuring goods and services and to and develop scopes.
- Develops, negotiates, executes, and monitors contracts, ensuring compliance with federal, state, and local regulations, including the California Public Contract Code and HUD requirements.
- Ensures proper tracking and quality control of contracts for agency use. Manages the agency's procurement system of record software and all reporting needed for purchasing of goods and compliance with agency policy, state and federal laws on procurement, including but not limited to prevailing wage. Ensures vendors have adequate insurance and worker compensation for procurement and verifies licenses, track record and conflict of interest of potential vendors for the agency.
- Manages and implements the agency's credit card policy.
- Tracks and manages procurement by third party vendors who act on behalf of the Housing Authority (such as property management companies for the Housing Authority's real estate portfolio).
- Manages any bidder appeals relating to procurement and resolves issues arising from appeals, if any. Works closely with finance on expense tracking, ensure all required purchase orders are entered into the database and ensures contract not to exceed amount is appropriately monitored.
- Ensure compliance with the various board approved policies and that annual budgets properly reflect expected contract expenditure.
- Monitors Monitor compliance with the U.S. Department of Housing and Urban Development (HUD) regulations and the California Public Contract Code for construction and service contracts; recommend appropriate action to effect compliance and seek appropriate measures for non-compliance.
- Maintains standard operating procedures (SOPs) for procurement complying with all policies, local, state, and federal procurement laws, and conducts routine quality control (QC) checks.
- Support various annual audits as it pertains to the procurement function of the agency.

- Trains and supports department staff in assessing procurement needs, using the system of record and in managing contracts and performance of vendors.
- Coordinates and performs professional-level administrative and programmatic work in such areas as reasonable accommodations, compliance and financial administration and reporting, purchasing/procurements/contracts, contract administration, report development, database management, budget development, and/or management-level analysis.
- Leads and implements quality control and audits of assigned program areas as recommended by the Housing Authority; develops and implements policies and procedures in relation to quality control; develops quality control systems, practices and guidelines; prepares and distributes relevant quality control materials; develops and modifies the quality control/assurance plan, procedures, and documentation forms as required.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for assigned programs.
- Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; directs the work of assigned staff; reviews work for accuracy; recommends improvements in workflows; works with employees to correct performance issues; implements progressive discipline procedures.
- May serve as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned areas of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Conducts a variety of analytical and operational studies regarding programmatic activities, including complex financial, budget, personnel, operational, regulatory, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Ensures compliance with Federal, State, and funding agency accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Prepares and submits Housing Authority agenda reports and various other staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements, and grant reporting.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Maintains accurate records and files in compliance with records and retention schedules.
- May participate in a variety of interdisciplinary committees and commissions and represents the Housing Authority to a variety of community and stakeholder groups.

- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
- May be assigned additional administrative, supervisory or departmental duties.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency management and government, including federal and state procurement.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Project and/or program management, analytical processes, and report preparation techniques; public agency programs such as, but not limited to, purchasing, finance, budgeting, grants, and other related governmental programs.
- Knowledge of Yardi, Laserfiche and Bonfire databases; software expertise including the Microsoft Office Suite, online programs, and techniques for administration of a variety of programs.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of public agency programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, and ordinances.
- Principles and practices of contract administration and evaluation; and public agency budget development and administration, and sound financial management policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment and applications related to the work.
- Principles of effective employee supervision and motivation.
- Excellent English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Housing Authority in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and the Housing Authority staff.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the various departments.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan, organize, prioritize, assign, review, and evaluate the work of professional, clerical, and technical staff. Review, approve, or recommend approval of employee work schedules, timecards, requests for vacation, sick leave, overtime, and leaves of absence.
- Perform responsible and difficult administrative and analytical work involving the use of independent judgment and personal initiative.
- Lead, plan and conduct effective management, administrative, and operational studies and projects.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the Housing Authority in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, contracts management, finance, accounting or a related field. A master's degree (or equivalent) is strongly desirable. And,

Four (4) years of procurement experience in public agency government including one (1) year of supervisory experience; two (2) years of supervisory experience is strongly preferred. Housing-related experience is strongly desirable. HUD, affordable housing and/or construction procurement knowledge is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.