

**Michigan City Housing Authority**

Tiffany A. Dixon, Executive Director

621 East Michigan Blvd

Michigan City, IN 46360

(219) 872-7287 Fax (219) 873-7700

|                        |                                    |                       |                |
|------------------------|------------------------------------|-----------------------|----------------|
| <b>Position Title:</b> | Procurement & Capital Fund Manager | <b>Department:</b>    | Public Housing |
| <b>Reports to:</b>     | Executive Director                 | <b>Approved By:</b>   |                |
| <b>FLSA Status:</b>    | Exempt                             | <b>Approved Date:</b> | 8/31/2025      |

**Summary**

The primary purpose of this position is to direct procurement activities covering supply, services, and construction for the Authority. The incumbent will draft and negotiate contracts, develop procurement policies, and implement and maintain department procedures. In addition, the incumbent is responsible for preparing and monitoring the expenditure of funds under the Capital Fund Program.

All activities must support the Michigan City Housing Authority ("MCHA" or "Authority") mission, strategic goals, and objectives.

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Establishes, modifies, and maintains written procurement policies for the Authority; ensures policy compliance with HUD regulations and federal and state statutes.
- Assists in the development and interpretation of Capital Fund Program budgetary policies and procedures.
- Develops performance standards regarding procurement in association with project-based management initiatives; assists all departments in establishing proactive contract compliance practices, procedures, documentation, etc.
- Provides general oversight and leadership for monitoring budget compliance of contracts under the Capital Fund Program; provides oversight of the collection, verification, interpretation, analysis, and reporting of data from a variety of sources to present findings on budgetary, billing, and operational matters.
- Provides training to MCHA staff on procurement policies and procedures; provides technical assistance to departments and staff on specific procurement issues and solicitations as needed.
- Facilitates the preparation and administration of all procurement documents, including, but not limited to, Requests for Proposals, Invitation for Bids, Requests for Quotations, Indefinite Quantity Contracts and/or any procurement processes; implements standardized procedures, noting solicitation sources and submission schedules.
- Identifies and implements advertisement standards and monitors for compliance, including contracts under the Capital Fund Program.
- Drafts and/or oversees the preparation of all MCHA contracts, ensuring the Authority's interests are protected.
- Monitors budget compliance of contracts under the Capital Fund Program; prepares budgets and budget reports; monitors expenditures of funds.



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- Coordinates procurement-related meetings, including, but not limited to, pre-submission conferences and proposal debriefings.
- Prepares detailed monthly reports on all MCHA contracting and procurement activities; provides analysis and recommends adjustments to the Executive Director as needed.
- Performs other duties as assigned.

### Behavioral Competencies

*This position requires the incumbent to exhibit the following behavioral skills:*

**Leadership:** Provides direction by clearly and effectively setting course of action for department and subordinates; and manages performance by providing regular feedback and reinforcement to subordinates

**Job Knowledge:** Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

**Initiative:** Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

**Commitment:** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition

**Customer Service:** Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers

**Effective Communication:** Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively

**Professional Behavior:** Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

**Responsiveness and Accountability:** Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work

**Reliability & Judgment:** Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

**Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed



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**Safety Awareness:** Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

### **Education and/or Experience**

Bachelor's Degree in business administration, finance, or related field and a minimum of 5 years' experience in public sector procurement and contract administration. An equivalent combination of education and experience may be considered. Must possess a valid Indiana driver's license and be insurable under the Authority's plan.

### **Technical Skills**

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

### **Physical Demands**

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

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.