

Atlanta Housing Authority (AHA) located in the Atlanta, Georgia metropolitan area, is committed to facilitate and deliver quality, affordable housing while redeveloping distressed community environments. Our goal is to establish and empower these areas and develop them into “green space” housing and amenities within vibrant communities.

We do this through the people within the community and through our AHA professional leadership and staff. Currently, we have a need for an **Acquisition Services Team Leader** who can design, innovate, manage and nurture a dynamic team where the strategic development, publication and evaluation of solicitation for goods or services (and other acquisition-related activities) thrive within an intense “customer service” environment.

Description:

- Oversee and provide “hands on” involvement in the Total Acquisition Management process, which handles acquisitions, sourcing and contract administration activities from “cradle to grave.”
- Motivate and lead other Acquisition Services Department professionals utilizing a “*team approach*” to accomplish all phases of the solicitation process including, Informal Procurements (i.e., Micro Purchases, Small Purchases, etc.), Formal Procurements (i.e., Request for Proposals, Requests for Quotes, Cooperative Agreements, Intergovernmental Agreements, Invitation for Bids, etc.), Alternate Procurements (i.e. Reverse Auctions, Electronic Catalogs, Competitive Exceptions Lists, Non-competitive proposals), emergency or other unplanned acquisitions.
- Manage, sustain and facilitate “state-of-art” re-engineering of acquisition services strategies, protocols and responsibilities that provide for systemic and other streamlined acquisition of goods, materials and services.
- Coordinate and deliver training, materials and technical assistance to support Business Unit members and other individuals involved in the acquisition services processes.
- Effectively interface with senior management, multiple business unit members, other Acquisition and Management Services Departments, contractors and members of the public on a regular basis to prepare and administer solicitations and discuss contract administration responsibilities, services, recommendations and requirements with a high regard for superior customer service.
- Research and prepare scopes of work, solicitations, proposals, and similar documents of various complexities, to include collaborating within the team.
- Evaluate and prioritize document review of solicitations, contract documents (including task and change orders) and other problems in an efficient and accurate manner.
- Ability to manage systemic and extremely complex projects in a time-sensitive environment using strong analytical skills and abilities with attention to consummate customer service.
- Ability to work within manual and automated management information and records systems related to acquisition services related activities.

Requirements:

- Bachelor’s degree in a related field with five (5) to seven (7) years of related experience or equivalent combination of education and/or experience required.
- Demonstrated experience in contract administration and project/time management principles.

- Working knowledge of the Code of Federal Regulations (C.F.R.) and/or Federal Acquisition Regulations (F.A.R.), handbooks and interpretation is preferred.
- Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) certifications are highly desirable.
- Strong supervisory skills, superior verbal and written communication abilities, superior interpersonal skills, commitment to and delivery of excellent customer service.
- Presentation skills are required to effectively present information and respond to questions from Business Unit members, vendors and customers.
- Proficient experience in Oracle-based procurement systems, MS Office, specifically Word, Powerpoint, Adobe Acrobat and Excel.
- Private or public sector procurement or acquisition experience is a plus.

This organization is proud to offer competitive benefits, to include: medical, dental, vision, FSA, defined contribution retirement plans, work/life balance options ... *plus to many more to list!*

To apply, please email resume/cover letter/salary requirements to: recruiter9@atlantahousing.org. Subject line should include position title.
EOE/AA Please, no third party agencies.