

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 a **Director of Acquisition and Management Services** who can provide senior management-level leadership, focus and strategic direction for the design, innovation, management and execution of various highly complex Acquisition and Management Services strategies and initiatives in areas of Acquisition Services, Strategic Relations and Systems and Quality Assurance activities within the division. Ensure all strategies are delivered and flourish using state-of-the-art management practices, electronic and E-procurement systems within an intense “customer service” environment.

Description:

- Direct and motivate other Acquisition and Management Services Department professionals utilizing a *team* approach to facilitate the efficient, timely, customer sensitive needs in the following areas: development, publication and evaluation of all phases of the solicitation and acquisition processes; enhancement of Department and individual team policy and procedures; completion of special projects/initiatives; systems and quality assurance activities that facilitate the electronic conversion (i.e., E-Procurement) of the Department’s acquisition, strategic relations, quality assurance and administration activities; state-of-the-art internal training programs and curricula related to Acquisition and Management Services activities.
- Facilitate and develop materials, technical assistance and support to other business units and individuals impacted by the service delivery of the Department.
- Research and analyze various phases of the acquisition and management processes, to include planning, prioritizing, evaluating and solving systemic and other problems and challenges quickly and accurately.
- Able to evaluate micro and macroeconomic trends in the acquisition cycle to identify alternative strategies and advise customers as to the cost/benefit of each.
- Oversees due diligence for site acquisition selection and prepares supporting documents to obtain appropriate levels of approval.
- Successful track record of driving the strategy with management and translating objectives into feasible actions plans while ensuring successful project execution.
- Ability to communicate in a clear, concise and effective manner in preparing correspondence for high level and sensitive initiatives, including the presentation of information to senior management and other business unit members.
- Works with the senior and executive management to help develop and implement national standards, design the workplace, lead innovation and incorporate best practices into the department.
- Effectively manage and direct process improvement activities and technology within the department, to include management information and records systems related to acquisition services related activities.

Requirements:

- Bachelor's degree in a related field with seven (7) to ten (10) years of related experience or equivalent combination of education and/or experience required.
- Strong executive or senior management supervisory skills.
- Superior verbal and written communication abilities, interpersonal skills, and a commitment to and delivery of excellent customer service, creativity, organizational skills.
- Demonstrated proficiency and use of current office technology and software application(s) on a regular basis.
- Presentation skills are required to effectively present information and respond to questions from Business Unit members, vendors and customers.
- Demonstrated experience in business reengineering, contract administration and project/time management principles.
- Good 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.
- 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](mailto:recruiter9@atlantahousing.org). Subject line should include position title.  
EOE/AA Please, no third party agencies.