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| **OPENING DATE:** 02/15/2023 | **CLOSING DATE:** 2/22/2023 5:00 PM Eastern |
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| **JOB TITLE:** Procurement Director | **CLASS CODE:** AC50 - Procurement Director |
| **POSITION NUMBER:** 61024378 |  |
|  | |
|  | **AGENCY HIRING RANGE:** $63,707.00 - $117,870.00 |

**Job Responsibilities**

Are you looking for a purpose-driven career, not just the same old 9 to 5? One that gives you a reason to come to work beyond just receiving a paycheck? Well, look no further! The SC Housing Finance and Development Authority (SC Housing) is actively searching for a Procurement Director.

**Well, look no further!**   
 The SC Housing Finance and Development Authority (SC Housing) is seeking an experienced Procurement Director

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 **Why join SC Housing?** We know our employees work hard, so we work hard to encourage a culture that promotes work-life balance, well-being and employee engagement/recognition. We are a forward-thinking organization that is committed to changing lives by creating safe, decent, and affordable housing opportunities that fulfill dreams and inspire hope in our citizens. Our staff energizes the work that we do and helps find solutions that make a difference in the lives of others. If you want to be part of an organization that allows you to connect your passion for improving the lives of others to purpose, we invite you to join our team of energetic housing champions.

**What will you do?  
Job Responsibilities**

Under the general supervision of the Director of Organizational Services, this position plans, coordinates, and procures all goods and services for SC State Housing Finance and Development Authority (SC Housing) and ensures that all procurements are made within the guidelines of the State Consolidated Procurement Code. Works with SC Housing personnel to properly procure items necessary to support our federal and state housing programs. Mentors, provides guidance and relevant procurement training to agency staff while developing, coaching and teaching internal team members. Manages not only the procurement team but also the facility team to include overseeing the management of state vehicles and the coordination of internal building maintenance and renovations.  Develops and institutes facility safety and emergency procedures protocols. Provides input into interdepartmental global safety measures to ensure the well-being of staff.  Coordinates and works with the State Fiscal Accountability Authority (SFAA) Department of Procurement Services (DPS) for projects over the Agency Procurement Authority. Coordinates and is responsible for the preparation and submission of all reports as required by DPS and other regulatory entities. Oversees the negotiation process, implementation, and status of agency contracts for goods, services, and facilities. Manages the Agency Procurement Card Program. Utilizes industry project management systems/tools to manage multiple timelines, tasks, and projects. Directs and implements SCEIS Governance, Risk, and Compliance (GRC) procedures related to the Supplier Relationship Management (SRM) module.

**Minimum and Additional Requirements**

**Agency Minimum Requirements\*:**  
A bachelor's degree in Business Management, Accounting, Finance or a related field and at least seven (7) years of progressively responsible full-time purchasing experience or any equivalent combination of education and full-time experience; and five (5) years of full-time management experience.  
  
*\*Candidates must specifically meet the Agency Minimum Requirements or an equivalent combination of education and experience to be considered for this position.*

**Additional Requirements:**

CPPB, CPPO, or NIGP-CPP certification required.  
  
Knowledge of principles, practices and terminology of procurement.  Knowledge of procurement management and contract management. Ability to manage and grows staff by fostering a positive work environment that promotes efficiency and continuous effective communications. Good analytical, interpersonal, research, and communications/presentation skills both verbally and in writing. Must be able to establish and maintain effective working relationships. Excellent organizational skills including time management and detailed work. Must be able to think abstractly, possess excellent verbal and written communication skills, as well as negotiation, problem-solving, organizational and quantitative skills. Must be able to effectively work with new and changing situations. Maintains familiarity with industry trends and improvements. Must be able to work independently as well as part of a team. Must be able to interpret and analyze, evaluate and summarize complex procurements.  Must be able to identify and analyze factors related to awarding contracts.  Must have valid SC Driver's license.  
   
Must be able to lift and carry files, books and reports weighing up to 30 lbs. Must be able to perform filing, desk work and operate general office equipment. Must be able to sit or stand for prolonged or intermittent periods of time with limited scheduled breaks. Employee must be able to perform these tasks with or without reasonable accommodations. SC Housing is committed to a diverse workforce and does not discriminate on the basis of race, color, religion, national origin, sex, including pregnancy & childbirth (or related medical conditions), age, or disability.

**Preferred Qualifications**

* 2 years of experience with SCEIS and/or SAP "enterprise based" reporting systems preferred.

**Additional Comments**

**What makes us Different?**  
 We are a state governmental agency but one unlike you’ve encountered before. We operate much more like a private sector business. We are a completely self-sustaining operation that offers rental and homeownership products and services and we face many of the same regulatory, market, and financial hurdles of private sector financial institutions. Our clear advantage to employees is that we offer challenging, and meaningful work but with an appropriate work-life balance as well as excellent state government benefits. Now we’re looking to reinforce our team with a person who is enthusiastic, motivated and eager to work with us.  
  
 **Our Benefits Package:**The SC Housing offers an exceptional benefits package that includes:

* Telework Options
* Accrued Paid Time Off (15 days annual/vacation leave per year and 15 days sick leave per year)
* 13 paid holidays
* Health, dental, vision, long term disability, and life insurance for employee, spouse, and children
* [PEBA Perks](https://www.peba.sc.gov/pebaperks.html)
* [Free Telehealth Visits](https://campaigns.muschealth.org/virtual-care/index.html) for State Health Plan members
* Free Health Programs ([Rally](https://www.peba.sc.gov/rally), [Naturally Slim](https://www.peba.sc.gov/naturally-slim), and [Health Coaching](https://www.peba.sc.gov/health-coaching) for behavioral health, chronic conditions, healthier lifestyles, and maternity)
* State Retirement Plan
* Deferred Compensation Programs
  + 401k and 457 plans
* [MoneyPlus](https://www.peba.sc.gov/moneyplus) (tax-favored accounts program)
* Employee Assistance Program
* [Adoption Assistance Program](https://www.peba.sc.gov/other-benefits/adoption-assistance)
* [Employee Discount Programs](https://www.admin.sc.gov/dshr/employee_discount_programs)
* Casual Fridays
* Tuition Reimbursement Program (after 6 months of employment)
* And much, much more!

**Location, Location, Location:** The Palmetto State offers something for everyone. Located in the Midlands, Columbia is both the state capital and South Carolina's second-largest city. It is just a short commute to the state's beautiful beaches and gorgeous mountains. Sunny summers and mild winters allow residents to experience the outdoors year-round, a plus considering that Lake Murray is just minutes away. Great universities and colleges, minimal commute times and friendly people make South Carolina the ideal place to build your future.  
   
 [Click here to explore Columbia, SC and all it has to offer.](https://www.experiencecolumbiasc.com/)   
 

**Intrigued?  Apply here:** <https://www.governmentjobs.com/careers/sc/jobs/3908662/procurement-director>