

Position Title: Assistant Agency Procurement Officer
Department: Legal

Join our Team! At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

Summary: This position is responsible for providing overall support to the Assistant Director, Procurement and Supplier Management/Agency Purchasing Officer ("APO") regarding all procurement and related contract activities in accordance with Illinois law and Authority policies and procedures.

Essential Functions:

- Provide support to the APO on all aspects of the Authority's procurements of goods and services including, but not limited to, small purchases, Statewide master contract releases, Request for Proposals, Invitation for Bids, contract renewals and contract amendments.
- Work directly with departments to draft specifications, evaluation and award,, solicit quotes from vendors, complete small business waiver requests, and work with the State procurement professionals on any necessary approvals.
- Prepare contract request forms.
- Complete applicable checklists and maintain procurement file documents.
- Provide support to the APO processing contracts and tracking key dates and information.
- Work with Authority staff regarding Procurement Communications Reporting.
- Provide support to the APO with any necessary procurement training for Authority staff.
- Work in appropriate state procurement systems.
- Coordinate with prospective vendors regarding disclosures, certifications and other documentation needed to do business with the Authority.
- Provide any and all other support, as needed, to the APO.
- Other duties as assigned.

Education and Experience Requirements:

- Bachelor's degree or equivalent experience.
- Minimum of 2 years purchasing experience, preferably with government procurement.
- Strong prioritization, organizational and communication (oral and written) skills.
- Proficient computer skills, including Microsoft Word and Excel.
- Ability to work independently and meet time sensitive deadlines.
- Understanding of the Illinois Procurement Code, 30 ILCS 500 and other applicable law and state procurement policies preferred.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

What We Offer:

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire.
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs.

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclId=19000101_000001&jobId=468754&source=CC2&lang=en_US

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