



Housing Authority of the  
County of Alameda

# Procurement and Purchasing Manager

***Ready to take your procurement expertise to the next level?***

***The Housing Authority of the County of Alameda (HACA) seeks a strategic, hands-on professional to lead procurement, manage RFPs and contracts from start to finish, and help deliver essential services that improve lives. Join a mission-driven organization dedicated to excellence, collaboration, and public service.***





## ■ THE POSITION

Housing Authority of the County of Alameda (HACA) is seeking a collaborative and proactive Procurement and Purchasing Manager to lead HACA's purchasing and procurement activities. Under the direction of the Finance Director, the Procurement and Purchasing Manager (the Manager) plays a critical role at HACA. Working closely with leadership, the Manager is responsible for analyzing, planning, directing, and managing purchasing and procurement processes for services, materials, supplies, and equipment; conducting outreach and formal bidding processes; and ensuring regulatory compliance.

This position combines an active, hands-on, and results focused style with a strategic orientation that allows the Manager to operate as a business partner and service provider. The new Manager will have the opportunity to establish effective policies and procedures to ensure an efficient and effective department.

Key responsibilities include:

- » Direct, plan and manage solicitation processes and contract awards, including drafting and finalizing associated documents.
- » Coordinate with executive and management staff to determine specific procurement needs and recommend appropriate methods for procuring goods and services.
- » Develop cost estimates, and execute bid processes, requests for quotations and proposals.
- » Draft, negotiate, document, and execute purchase orders, contracts, amendments including conducting outreach to local, small, women and minority owned businesses.
- » Monitor compliance with the U.S. Department of Housing and Urban Development (HUD) regulations and the California Public Contract Code for construction and service contracts; recommend appropriate action to effect compliance and seek appropriate measures for non-compliance.
- » Manage one support staff position in the department.



## THE COMMUNITY

Alameda County sits at the geographic center of the San Francisco Bay Area, across the bay from the San Francisco peninsula, with Contra Costa County to the north and Santa Clara County to the south. With a population approaching 1.7 million residents, Alameda is the second largest county in the Bay Area and the seventh largest in the State. The county encompasses 14 incorporated cities and six unincorporated areas that span 738 square miles.



Alameda County occupies a large portion of the East Bay region, which has been the fastest growing in the San Francisco Bay area for more than two decades. The county is one of the most diverse regions in the entire country and the East Bay has an ideal climate, a broad economic base, and a range of available housing and business opportunities.

Alameda County offers a rich array of cultural activities, including the Oakland Museum and the Oakland East Bay Symphony. The wine country of the inland Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for recreation, relaxation and education. The University of California, Berkeley and California State University, East Bay are just two of the numerous distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible in Alameda County including the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system. The Housing Authority's office, located in Hayward, is three blocks from a BART station.

To learn more, go to: <https://www.haca.net>



Housing Authority of the  
County of Alameda

### **Mission**

HACA's mission is to improve the stability and quality of life for low-income families, individuals with disabilities and seniors by providing affordable housing.



## THE HOUSING AUTHORITY

The Housing Authority of the County of Alameda (HACA) is located in the city of Hayward and serves Albany, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro, Union City, and several unincorporated communities, including Castro Valley and San Lorenzo.

HACA is an independent governmental entity separate from the County of Alameda and is governed by a 12-member Housing Commission appointed by the Alameda County Board of Supervisors. The Housing Commission is comprised of one appointee from each city (who are usually city council members), one representative from the unincorporated area and two HACA residents.

HACA's contract with the U.S. Department of Housing and Urban Development (HUD) provides for over 7,000 Housing Choice Vouchers, including 395 Veterans Affairs Supportive Housing (VASH) vouchers and 289 Mainstream vouchers. Approximately 900 vouchers are project-based. HACA has an active Family Self-Sufficiency (FSS) program with 200 participants. In addition, it owns 15 non-HUD units.

HACA has created a non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH), which owns and manages affordable housing. PACH is managed by HACA and assumed ownership of 230 units of HACA's former public housing units, 72 of which are RAD units and 158 are included in the HCV project-based vouchers.

HACA works in partnership with Alameda County Health's Housing and Homeless Services Department to administer approximately 200 units, including Shelter Plus Care and other locally designed and funded programs.



## ■ IDEAL CANDIDATE

The Procurement and Purchasing Manager will be an enthusiastic leader with a service-driven approach who is motivated by a dynamic work environment. The Manager will be a knowledgeable, proactive, and skilled procurement professional eager to tackle new projects and challenges in a hands-on, results-oriented managerial role. The ideal candidate is a strategic thinker with outstanding communication skills who operates in a highly collaborative and engaged manner.

The successful candidate will be an adaptable, flexible, and methodical problem solver with strong organizational and administration skills.



The successful candidate will demonstrate the following attributes:

- » Knowledge of the principles and practices of procurement procedures, competitive bidding, and negotiation processes.
- » Knowledge of the laws and regulations applying to government and Housing Authority procurement.
- » The ability to interpret and apply established policies and procedures, rules, and regulations.
- » Experience working in a unionized environment supervising one or more staff positions.
- » A strategic thinker capable of timely implementation through teamwork and collaboration.

## ■ EDUCATION and EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### 1. **Education:**

Possession of a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration or a closely related field; and

### 2. **Work Experience:**

Five (5) years of professional experience in purchasing and/or procurement in a management position.

A Master's Degree in and knowledge of government and/or Department of Housing and Urban Development (HUD) procurement requirements is desired. HACA will consider a combination of education and experience that demonstrates the required knowledge and abilities.

## ■ COMPENSATION and BENEFITS

The annual salary range for this position is **\$98,893 - \$146,856**. A cost of living adjustment for the range is expected prior to the start date for this position. In addition, the Manager may be eligible for a merit increase after one year of employment. HACA offers an attractive benefits package including:

### RETIREMENT

- » Alameda County Employees' Retirement System (ACERA): New members participate in Tier IV with a benefit of 2.5% @ 67. Employees are required to make a contribution of approximately 9.0% through payroll deductions.
- » HACA employees participate in the Social Security system.
- » Voluntary Deferred Compensation Plan (457 Retirement Savings Plan).

### HEALTH BENEFITS

- » Medical: Choice of plans offered by Kaiser or United Healthcare for employees and dependents. HACA pays 90% of premiums for Kaiser plans. Employees who have medical coverage through another source may choose to opt out of HACA's medical coverage and receive a stipend.
- » Dental: Choice of Delta Dental (PPO) or Delta Care (HMO) HACA pays 100% of the premium for employee and dependents.
- » Vision: HACA pays 100% of employee's premiums. Employees pay for dependent coverage.
- » Flexible spending account: Employees can elect an annual amount up to \$3,300 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- » Employee Assistance Program: 100% HACA paid.

### LEAVE BENEFITS

- » Vacation: Accrues at varying rates for full-time employees. The beginning accrual rate is 120 hours per year for the first three years, increasing with tenure. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- » Holidays: 14 paid holidays per calendar year. HACA also provides up to 5 floating holidays per fiscal year.
- » Sick Leave: Accrued at the rate of 104 hours per year.
- » Kin Care Leave: Up to 60 hours of accrued sick leave may be used for the care of eligible family members per calendar year.

### FRINGE BENEFITS

- » Life Insurance: Group term life insurance with premium paid by HACA. Employees are eligible after 6 months of employment.
- » Management Flexible Benefit: Up to \$2,300 per calendar year in either taxable or non-taxable reimbursements for eligible purchases.
- » 9/80 Work Schedule and Flexible Working Hours: HACA offices are closed every other Friday. In order to work 80 hours in each pay period, management employees are scheduled for 8.9 hours per day. Management employees have some ability to flexibly schedule their 8.9 hours/80 Work Week.





## ■ APPLICATION and SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Thursday, February 26, 2026**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2572>

For further information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultants, following which, the most qualified candidates will be referred for interviews with HACA. The Housing Authority of the County of Alameda anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidate.

*The Housing Authority of the County of Alameda is an Equal Employment Opportunity Employer and does not discriminate based on race, ethnicity, religion, national origin, gender, sexual orientation or disability status.*