

JOB DESCRIPTION FOR  
PART- TIME QUALIFIED PURCHASING AGENT (QPA)

**Send all applications to: [cbailey@salemhousingauthority.org](mailto:cbailey@salemhousingauthority.org)**

**Appointment Authority:**

The Salem Housing Authority, Salem County, State of New Jersey

**Appointment and Term**

The Salem Housing Authority hereby is seeking to appoint a Part-Time Qualified Purchasing Agent (QPA) who will be on call for case-by-case basis, pursuant to the **Local Public Contracts Law, N.J.S.A. 40A:11-9**, to serve for a term commencing on a date determined by the Authority and continuing in accordance with the Authority's needs and applicable law.

**Responsibilities**

The On call Part-Time QPA shall be responsible for overseeing and administering the purchasing and procurement functions of the Salem Housing Authority in compliance with all applicable federal, state and local laws and regulations. Duties shall include, but are not limited to:

- Administration of procurement activities in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
- Preparation and review of bid specifications, requests for proposals, and requests for qualifications
- Oversight of public bidding processes, including advertising, receipt, and evaluation of bids
- Issuance of purchase orders and contracts within authorized limits
- Ensuring compliance with HUD procurement requirements, Authority policies, and New Jersey statutes
- Maintaining procurement records and documentation for audit and compliance purposes
- Advising the Executive Director and Board of Commissioners on procurement matters and best practices
- Training and guidance to staff on purchase procedures, as needed

## **Qualifications**

The individual appointment shall:

- Hold a current Qualified Purchasing Agent (QPA) certification issued by the State of New Jersey
- Posses demonstrated knowledge of public -procurement laws and regulations
- Have experience with housing authority or governmental purchasing, preferred
- Maintain compliance with continuing education requirements mandated by the State of New Jersey

## **Compensation**

- Compensation shall be identified in applicants proposal and at a rate approved by the Executive Director of the Salem Housing Authority, and shall not exceed the agreed upon contracted amount.

## **Reporting Relationship**

- The Part-Time QPA shall report directly to the **Executive Director** of the Salem Housing Authority, or such other designee as authorized by the Executive Director

## **Ethics and Compliance**

The Part-Time QPA shall adhere to:

- The New Jersey Conflicts of Interest Law
- The Local Government Ethics Law
- All applicable HUD Standard of conduct and Authority policies

## **Non-Employee Status**

If applicable, the Part-Time QPA may serve as an independent contractor, and nothing herein shall be construed to create an employer-employee relationship beyond the scope authorized by the Authority for the period of one (1) year.

## **Approval**

This appointment shall be effective upon adoption of a resolution by the Board of Commissioners of the Salem Housing Authority and execution of any required agreement.