

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position, or any other position currently advertised on our website. Please visit us at www.upo.org to view all our vacancies and to learn more about our company and services.

POSITION: Procurement Officer
OFFICE/DIVISION: Office of Finance
BULLETIN No: 17122022
HOURLY RANGE: (Commensurate with Experience)
OPENING DATE: December 1, 2022
CLOSING DATE: Open until filled

BRIEF DESCRIPTION:

Responsible for all procurement of goods and services in compliance with federal and DC government procurement regulations, and the organization’s procurement policy and procedures. Also responsible for the maintenance and update of fixed assets inventory, the coordination and management of biennial physical inventory and central supplies storeroom.

MAJOR DUTIES:

Responsible for all procurement functions of the organization. Supervise and assign tasks to the Procurement Assistant. Supervise all procurement activities with respect to purchasing of goods and services; as well as maintaining and updating inventory of fixed assets. Provide updated inventory and fixed asset schedules to the Accounting Team on a semi-annual basis. Receive requests and grant approvals for the purchase of goods and services. Review, approve and sign purchase orders and related documents. Manage and coordinate competitive and other bid processes for the procurement of goods and services. Supervise inventory control and management of Central Supplies Storerooms and the UPO Receiving Center. Suggest means of improving and tightening equipment security at locations of oversight through regular physical checks, inspections, and audits. Use inherent experience, expertise, and judgment to plan and achieve departmental and company-wide goals.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in business administration or equivalent with a major in accounting or other financial area. Possess a minimum of five (5) years of experience in a position of comparable responsibility and tenure with at least one year in the area of purchasing and procurement in a government or non-profit organization. Possess at least 2 years of previous supervisory experience. Possess effective organizational and professional communication skills, both written and verbal. Proficient with MS Office. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

DESIRED QUALIFICATIONS:

Over two (2) years of experience in purchasing and procurement in government or non-profit organization(s). Excellent written and verbal communication skills. Federal and DC Government procurement experience preferred.

OTHER REQUIREMENTS:

If an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

Special notice to all applicants:

In accordance with the Mayor’s Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor’s Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor’s Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

This position IS NOT in the collective bargaining unit of the CWA Union.

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises.**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position: [APPLY HERE](#)

Submit your cover letter and resume to the Career Center Online.