

THE HOUSING AUTHORITY OF PLAINFIELD

REQUEST FOR RESUMES

FOR

PROCUREMENT SPECIALIST

The Housing Authority of Plainfield is requesting resumes to retain a qualified Procurement Specialist to work on contracts, agreements and memorandums between the entities and the Housing Authority in accordance with the regulations of HUD (Department of Housing and Urban Development), the New Jersey State and Local Public Contracts Laws and the procurement policy of the Housing Authority.

A detailed scope of services and the general requirements can be obtained from the Housing Authority of Plainfield at 510 East Front Street, Plainfield, NJ 07060 between the hours of 9:00 am and 4:00 pm. Please call (908)769-6335 for any questions you may have.

An interested and qualified person requires experience in contracts, public policy and the procurement of goods and services in the public sectors for a minimum of five years.

The position is funded on a part-time basis without fringe benefits and the salary can be negotiable.

Resumés shall be delivered or mailed to the Authority before the deadline of 2:00 p.m. of June 6, 2023. The resume is to be received by the office of Mr. Randall Wood, Executive Director of the Housing Authority of Plainfield at 510 East Front Street, Plainfield, New Jersey 07060.

The Housing Authority of Plainfield reserves the right to choose the best qualified candidate for the position. The Housing Authority is required to comply with the requirement of PL 1975 C.127. Affirmative Action and Equal Employment Law in accordance with the applicable state and federal regulations.

Randall Wood, Executive Director