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| CS-214  REV 1/2006 |  | 1. Position Code |
|  | State of Michigan **Department of Civil Service**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
| Federal privacy laws and/or state confidentiality requirements protect a portion of this information. | POSITION DESCRIPTION |  |

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| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.  This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** | |
| 2. Employee’s Name (Last, First, M.I.) | 8. Department/Agency  LEO/Michigan State Housing Development Authority |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| 4. Civil Service Classification of Position  State Administrative Manager 15 | 10. Division  Legal Affairs |
| 5. Working Title of Position (What the agency titles the position)  Procurement Officer and Inhouse Counsel | 11. Section  N/A |
| 6. Name and Classification of Direct Supervisor  Geoffrey Ehnis Clark – State Office Admin 17 | 12. Unit |
| 7. Name and Classification of Next Higher Level Supervisor  Clarence Stone - Chief Legal Affairs Officer 18 | 13. Work Location (City and Address)/Hours of Work  735 E. Michigan Ave., Lansing, MI 48912  8 a.m. – 5 p.m. Monday through Friday (flexible) |
| 14. General Summary of Function/Purpose of Position  This position serves as the manager of the Michigan State Housing Development Authority (MSHDA) Procurement Office. Using independent judgement, this employee provides legal counsel on contracting, grantmaking, and administering general office policies while working to improve processes with internal and external customers. The position will also oversee the delivery of legal services provided to MSHDA departments and divisions that issue state and federal grants. The position shall also provide compliance advice on state and federal grants.  The position reports to the Director of In-House Legal Services for procurement-related matters including but not limited to development and administration of MSHDA’s procurement process and policies, including securing of professional service contracts. The position serves MSHDA by handling all procurement-related matters, including but not limited to creating and negotiating informal agreements, grant agreements and contracts on behalf of MSHDA; reviews program and organization policies as related to procurement to measure effectiveness and recommends revisions. Serves as lead personnel for all procurement matters of MSHDA arising under its statutory authority, including identifying, analyzing, and making recommendations for risk management strategies and application of identified priorities.  This position will provide all supervisory functions for a staff of procurement professionals including approving leaves, conducting service ratings, counseling and disciplining employees, hiring and training of personnel.  As in-house counsel, this position will also be responsible for legal advice and the creation and editing of forms for the Housing Development Fund (HDF) and other grant programs. The position will provide counsel to the Chief Legal Affairs Officer and the Director of In-House Legal Services on the approval of HDF grants, and grants issued under other state and federal programs, such as the Housing and Community Development Fund.  The position will also receive and handle direct lending closings that are assigned by the Director of Legal Transactions.  This position will work with Chief Legal Affairs Officer and the Director of In-House Legal Services to:   * Evaluate the delivery of procurement services, determine areas for improvement and consider best practices in the delivery of in-house legal services, affordable housing and real property law areas and compliance. * Seek feedback from division directors and managers on procurement and state and federal grant services. | |
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| 15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.  List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent. | |
| Duty 1 **General Summary of Duty 1 30 % of Time**  Responsible for the daily operations of the MSHDA Procurement Office.  **Individual tasks related to the duty.**   * Work with the Procurement Specialists (i.e., Buyers) to oversee the bidding, selection, award, execution and management of MSHDA contracts. * Assure that MSHDA remains in compliance with state and federal procurement regulations. * Work with procurement specialists to ensure timely response to divisional and vendor inquiries, protests, and resolve disputes. * Communicate effectively with and motivates employees. * Conduct procurement team meetings * Oversee Procurement Specialist assignments. | |
| Duty 2 **General Summary of Duty 2 20 % of Time**  Handle closings of Direct Lending deals assigned by Director of Transactions and approved by Director of In-House Legal Services or Chief Legal Affairs Officer.  **Individual tasks related to the duty:**  • Handle legal aspects of underwriting for assigned multi-family Direct Lending deals.  • Review board materials and draft resolutions for MSHDA Board approval.  • Work with paralegals, draft (or oversee drafting) of documents and close mortgage loans in accordance with MSHDA and Legal Affairs requirements.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duty 3 **General Summary of Duty 3 20% of Time**  Provide legal services to MSHDA departments and divisions that issue state and federal grants. Provide compliance advice on state and federal grants.  **Individual tasks related to the duty:**  • Draft grant forms for offices and divisions (or approve and edit such forms).  • Provide advice to offices and divisions on the completion of forms, included processes used to complete the forms.  • Provide compliance advice to MSHDA offices and divisions that administer state and federal grants. | |
| Duty 4 **General Summary of Duty 4 10% of Time**  Perform supervisory functions for direct reports.  **Individual tasks related to the duty:**   * Provide necessary training, direction, and support to assigned staff. * Develop, implement, and monitor quality control tracking systems. * Act as a resource for training, policies, and procedures, including professional certifications related to procurement. * Oversee law clerk on procurement, grant or compliance assignments. | |

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| |  | | --- | | **Duty 6**  **General Summary of Duty 6 10% of Time**  **.**Required administrative work for oversight of assigned staff. | | **Individual tasks related to the duty.**  • Review and approval of time and leave, submission of required reports,  • Development and updating of performance plans.  • Any work required by Office of Human Resources, Executive Office, LEO, etc., including but not limited to position descriptions, and performance plan drafting and reviews. | |

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| 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.  Decisions involving compliance with best practices in procurement and applicable DTMB policies.  Decisions requiring legal education and training in real estate law, applicable federal law, etc. | | | |
| 17. Describe the types of decisions that require your supervisor’s review.  Final approval of materials for Board meeting, including but not limited to approval of Staff Reports and Action Reports for procurement and grant approval. . | | | |
| 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.  Typical office setting. Some travel in state will rarely be required. With the exception of people that smoke, there should be no exposure to adverse environmental conditions. | | | |
| 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
| Joe Kelly | Departmental Analyst 12 |  |  |
| Dace N. Koenigsknecht | Departmental Analyst 12 |  |  |
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| 20. My responsibility for the above-listed employees includes the following (check as many as apply):  **X Complete and sign service ratings. X Assign work.**  **X Provide formal written counseling. X Approve work.**  **X Approve leave requests. X Review work.**  **X Approve time and attendance. X Provide guidance on work methods.**  **X Orally reprimand. X Train employees in the work.** | | | |
| 21. *I certify that the above answers are my own and are accurate and complete*.    **Signature Date** | | | |

**NOTE: Make a copy of this form for your records.**

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| TO BE COMPLETED BY DIRECT SUPERVISOR 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?  Yes. |
| 23. What are the essential duties of this position?   * Overseeing delivery of services and advice by the Procurement Office within the Legal Affairs Division. * Development of grant making forms and procedures and staff training * Counsel on compliance with state and federal grants * Handling legal-related underwriting activities and closings of assigned Direct Lending transactions. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed. |
| 25. What is the function of the work area and how does this position fit into that function?   * The position serves as chief manager for procurement at MSHDA. * Key resource for programs and staff who administer grant program. * The position will also help with the workload for closing MSHDA’s Direct Lending deals. |
| 26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position. |
| EDUCATION:  Possession of a bachelor’s degree in any major. |
| EXPERIENCE:  Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level |
| KNOWLEDGE, SKILLS, AND ABILITIES:  Good legal research and strong writing and grammatical skills.  Strong knowledge of procurement principles is required.  Familiarity with real estate and housing is also required.  Experience with procurement, affordable housing, community development, federal and state grant programs  Real property law experience is preferred |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Drivers License |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
| 27. *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.* |
| **Supervisor’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| 28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor. |
| 29. *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority’s** **Signature Date** |