

Housing Authority of the City of Madera

Procurement & Compliance Analyst

Salary Range: \$5,240 - \$6,687 Monthly

Classification: Non-Exempt

Range: 13

Positions Available: 1

Application Deadline: Open Until Filled (First Review Date: October 5, 2026)

Location: Madera, California

Join Our Team

The Housing Authority of the City of Madera (HACM) is seeking a highly skilled and detail-oriented **Procurement & Compliance Analyst** to strengthen agency-wide procurement, contract administration, regulatory compliance, and monitoring. This position helps protect public resources, reduce compliance risk, and support HACM's delivery of quality affordable housing and community services.

The Procurement & Compliance Analyst serves as a technical resource on contracting requirements, procurement methods, compliance monitoring, federal funding requirements, and contract administration processes.

About the Position

Under the general direction of the Executive Director, the Procurement & Compliance Analyst leads professional-level procurement, contract administration, compliance monitoring, and analysis for HACM. The incumbent coordinates formal and informal procurements; maintains complete contract and approval records; monitors compliance with applicable funding and regulatory requirements; supports audits and monitoring reviews; and tracks amendments, renewals, corrective actions, and closeouts.

This position works closely with the Executive Director, Finance & Administration Manager, Housing Programs Manager, Maintenance Manager, and other designated staff.

Essential Duties and Responsibilities

Examples of duties include, but are not limited to:

- Coordinate and administer agency procurement activities.
- Develop and manage Requests for Proposals (RFPs), Requests for Qualifications (RFQs), Invitations for Bids (IFBs), and other solicitation processes.

- Draft, review, negotiate, and administer contracts and procurement documents.
- Monitor contracts for compliance with federal, state, local, HUD, USDA, and Agency requirements.
- Review procurement files for required approvals, cost analyses, contractor responsibility, insurance, bonding, and conflict-of-interest requirements.
- Coordinate contract amendments, renewals, extensions, and closeout activities.
- Support procurement and compliance activities associated with HUD programs, Capital Fund projects, Farm Labor Housing, and other federally funded initiatives.
- Assist with regulatory monitoring reviews, audits, and corrective action tracking.
- Provide technical assistance and training to staff regarding procurement regulations and compliance requirements.
- Maintain procurement and contract tracking systems.
- Research procurement best practices and recommend process improvements.
- Analyze purchasing trends and identify opportunities for efficiency and cost savings.
- Coordinate with vendors, contractors, consultants, and legal counsel as necessary.
- Perform related duties as assigned.

Minimum Qualifications

Education

Bachelor's Degree from an accredited college or university in:

- Public Administration
- Business Administration
- Finance
- Accounting
- Procurement
- Or a closely related field

Experience

Four (4) years of progressively responsible experience in one or more of the following:

- Public procurement
- Purchasing
- Contract administration
- Compliance monitoring
- Governmental or public-sector operations

An equivalent combination of education, training, and experience may be considered.

Preferred Qualifications

Experience in any of the following areas is highly desirable:

- HUD-funded programs
- USDA programs
- Public Housing
- Affordable Housing
- Federal procurement
- 2 CFR Part 200
- Capital Fund Program administration
- Construction procurement
- Contract compliance
- Grant administration
- Regulatory compliance
- Government auditing or monitoring
- Real estate development

Licenses and Certifications

- Possession of, or ability to obtain, a valid California Driver's License.
- Ability to maintain insurability under Agency insurance requirements.
- Professional certifications such as Qualified Purchasing Agent (QPA) or Certified Public Purchasing Officer (CPPO) are desirable but not required.

Knowledge, Skills, and Abilities

Successful candidates should demonstrate knowledge of:

- Public-sector procurement principles and practices
- Federal procurement regulations and grant requirements, including 2 CFR Part 200
- HUD and USDA compliance requirements
- Contract administration and monitoring
- Davis-Bacon and Section 3 requirements
- Audit preparation and records management
- Procurement documentation and file management

Ability to:

- Analyze complex procurement and compliance issues
- Interpret laws, regulations, and policies
- Communicate effectively, both orally and in writing
- Build collaborative working relationships
- Maintain detailed records and documentation
- Prepare reports, presentations, and recommendations
- Manage multiple assignments and deadlines simultaneously

Proficiency with:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Other software applications as required

Working Conditions

This position requires extended periods of sitting, standing, walking, bending, reaching, stooping, kneeling, and repetitive hand movement associated with office operations and occasional site visits. Duties require visual acuity for reviewing documents and inspecting projects, as well as sufficient hearing and verbal communication skills for interactions with staff, contractors, vendors, and the public.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Benefits

HACM offers a competitive benefits package, which may include:

- Medical, dental, and vision insurance
- Retirement benefits
- Paid holidays
- Vacation and sick leave
- Professional development opportunities

Specific benefits are subject to eligibility and current Agency policies.

Employment Eligibility

The selected candidate must successfully complete all pre-employment requirements, which may include verification of employment eligibility, reference checks, driving record review, and other job-related screenings as permitted by law.

Application Deadline

Application Deadline: October 5, 2026, at 11:59 PM Pacific Time; applications received after this date may be considered if the position remains open.

How to Apply

Interested applicants must submit:

1. Completed Employment Application
2. Résumé
3. Cover Letter (recommended)

4. Any required certifications or supporting documentation

Applications may be submitted to:

Housing Authority of the City of Madera

205 N G Street

Madera, CA 93637

Phone: (559) 674-5695

Contact Person: Giselle Flores

Email: giselle@maderaha.org

Phone: (559) 674-5695

Or via the Agency's employment portal: <http://www.maderaha.org>

The Housing Authority of the City of Madera reserves the right to revise, modify, or withdraw this recruitment at any time without notice.

Equal Employment Opportunity Statement

The Housing Authority of the City of Madera is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, creed, sex, gender, gender identity, gender expression, marital status, age, national origin, ancestry, disability, medical condition, genetic information, military or veteran status, sexual orientation, citizenship status, or any other status protected by applicable federal, state, or local law.

All qualified applicants are encouraged to apply.

ADA Accommodation Statement

The Housing Authority of the City of Madera is committed to providing reasonable accommodation for qualified individuals with disabilities throughout the recruitment process. Applicants requiring accommodation should contact Human Resources as soon as possible to discuss their needs.

Fair Chance Employment Statement

Consistent with applicable law, qualified applicants with arrest or conviction records will be considered for employment. Criminal history information will not automatically disqualify an applicant from employment and will be considered only when job-related and consistent with business necessity and applicable legal requirements.