

JOB DESCRIPTION

TITLE: Senior Purchasing Agent		
ACCOUNTABLE TO: Procurement Manager	DEPARTMENT: Procurement and Contract Services	
GRADE: 11	Range: \$22.21 – \$33.27	FLSA STATUS: Exempt

CLASS SUMMARY:
DISTINGUISHING CHARACTERISTICS: This position requires a self-directed individual who can exercise independent judgment while obtaining approval for any deviations or additions to established procedures from the Procurement Manager.

POSITION SUMMARY: This position is responsible for the effective purchasing of materials, supplies, equipment and services needed in the operation of the Housing Authority. All purchases are made in accordance with established procurement policies and procedures.

DUTY:	% OF TIME	ESSENTIAL DUTY YES/NO	PERFORMANCE STANDARDS
Prepare bid documents, analyze and recommend awards to the lowest responsive and responsible bidder complying with specifications	30%	Yes	Awarding of bids per established guidelines that result in signed purchase order by Procurement Manager.
Negotiate contracts for services based on evaluation criteria	15%	Yes	Approved and signed contract by Procurement Manager.
Prepare forms, purchase orders and contracts	20%	Yes	Timely creation of necessary documents provided to and approved by Procurement Manager.
Correspond with vendors on purchases, deliveries and resolve any disputes	15%	Yes	Minimum follow-up calls to Procurement Manager by vendors.
Maintain contract and payrolls on web based systems.	20%	Yes	Effective management and monitoring of system that will allow for timely payment to vendors and reporting to various agencies as required.
Provide technical assistance to the Procurement Manager and other staff members in the preparation and execution of contracts	Ongoing	Yes	
Performs duties in a safe manner to minimize job relate accidents and injuries	Ongoing	Yes	Not more than on reprimand for safety violations is received in any 12 month period.
Must abide by all Board approved policies, policies prohibiting discrimination and harassment, executive communications, administrative procedures, and safety procedures established by HACM.	Ongoing	Yes	
Other duties as assigned	Ongoing	Yes	

KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Marketing practices and pricing methods
- Types and sources for commodities, materials, and supplies

SKILLS: (position requirements at entry):

Skill in:

- Microsoft Office products
- Ability to read and interpret documents.
- Interpretation of applicable federal, state and city laws, rules, regulations related to agency procurement procedures
- Public speaking and public relations methods to persuade, negotiate and/or mediate funding issues
- Clear, concise oral and written communication to prepare and present reports, proposals and recommendations to boards, regulatory agencies and management
- Establish and maintain effective working relationships with coworkers, officials, vendors, contractors, regulatory and funding agencies and management

REQUIRED QUALIFICATION

Education: Bachelor Degree in Contract Management Procurement, Business, or Related Field

PREFERRED QUALIFICATIONS

Experience: Minimum of 2 years of purchasing related experience or demonstrated knowledge, skills and abilities to perform the above-mentioned tasks. Willing to travel 10% of time.

Knowledge of:

- Section 3 Processes and Procedures
- Federal, state, and local government purchasing practices and procedures
- Procurement Related Software:
 - Accountmate
 - Visual Homes
 - LCP Tracker
 - B2GNow

LICENSING REQUIREMENTS (position requirements at entry): Valid Driver License

PHYSICAL REQUIREMENTS (position requirements at entry):

Predominately sedentary with some moderate physical activity, that includes prolonged standing and/or walking, handling moderate weight objects, and/or using or carrying equipment. Requires ability to see and read computer screens and related contract documents.