

Purchasing Agent

The Housing Authority of Kansas City, MO is seeking qualified applicants for the position of Purchasing Agent. The individual in this position will coordinate the compilation of data to facilitate the acquisition of materials and services necessary to complete the mission of the Housing Authority in accordance with all policies and procedures.

Essential Duties and Responsibilities Include:

1. Reviews requisitions, consults with vendors and representatives concerning the material, equipment, supply, and service needs. Negotiates price trade and cash discounts and evaluates all offers to determine which best suits the needs of the Authority.
2. Oversees the creation of procurement activities for outside contract work, ensuring competitive bids are received and reviewed for adherence to budget, procedural, and technical requirements. Responsible for evaluating contract files for compliance with HUD regulations and preparing appropriate forms, letters, and documents accordingly.
3. Conducts formal or informal bidding, for non-Davis Bacon projects or services, reviewing responses and making recommendations for awards.
4. Reviews bid offers and negotiates within budgetary limitations and scope of authority.
5. Initiates contracts or purchase orders as required for materials, equipment, and services.

Qualifications: Graduation from high school and five years of progressively responsible purchasing, business, public administration or related field experience. Must have sound working knowledge of Public Sector procurement and ability to establish and maintain effective working relationships with vendors, department heads, staff and the public.

Education and Experience

Associate degree from an accredited college or university with concentration in accounting, business administration, or closely related field or supplemented five (5) years of progressively responsible business experience. Prefer working knowledge of Public Sector procurement. Must be able to work independently to complete tasks. The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Procurement and Contract Management

Interested applicants must forward resume to:

Administrative Services
Housing Authority of Kansas City, Missouri
3822 Summit, Kansas City, Missouri 64111
Fax: (816) 968-4225 or email: tgumbel@hac.org

For detailed job description, visit website: www.hac.org.

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