

## **PURCHASING AGENT**

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of Purchasing Agent.

### **SUMMARY**

Coordinate the compilation of data to facilitate the acquisition of materials and services necessary to complete the mission of the HAKC in accordance with all policies and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes but is not limited to the following. Other duties may be assigned.

Review 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 HAKC.

Review bid offers and negotiates within budgetary limitations and scope of authority.

Process purchase orders for materials, equipment and services.

Conduct informal bidding, for non-Davis Bacon projects or services, reviewing responses and making recommendations for awards under \$5,000.

Review written documentation of defective /unacceptable goods or services with inventory users, vendors, etc., and takes corrective action for items acquired through use of a purchase order.

Consolidate the needs of departments and standardize supplies, materials and equipment, where possible.

Review invoices for which no purchase order was issued or for discrepancies between invoices and purchase orders.

Administer the disposition of fixed assets in accordance with HAKC policy and procedure.

Maintain procurement records in accordance with record retention policies.

Prepare financial and administrative reporting on procurement activities.

Maintain files for Procurement and Contracting functions in accordance with departmental policy requirements and audit standards.

Participate in cross training program with Procurement and Contracts staff for providing coverage during staff absences.

### **SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

Must be able to perform each essential duty satisfactorily. Requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION/EXPERIENCE**

Graduation from high school and five years of progressively responsible business experience. Must possess advanced computer capability, customer service skills and the ability to interact with departments within the agency and with the public. Must have a sound working knowledge of Public Sector procurement and ability to establish and maintain effective working relationships with vendors, department heads, staff and the public.

**LANGUAGE AND MATHEMATICAL SKILLS**

Ability to read and comprehend instructions, short correspondence and memos, to write simple correspondence and effectively present information in one-on-one and group situations to customers, clients and others in written and verbal formats.

Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, area circumference and volume and the ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions in written, oral or diagram form, to deal with problems involving several concrete variables in standardized situations. Ability to exercise sound judgment.