

PURCHASER
(Rochester Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This is a management staff position involving the administration of purchasing activities for the Rochester Housing Authority (RHA). A major function of the job is the compliance of government regulated purchasing activities. This employee is also responsible for the management of a stockroom inventory and distribution of supplies and materials commonly used in routine maintenance activities performed in RHA owned properties. General direction is received from executive management personnel. Direct supervision is exercised over administrative support and stock control employees. Performs related work as required.

TYPICAL WORK ACTIVITIES:

- Plan, direct, and facilitate public agency purchasing activities to assure timely availability of commodities proper quantity and quality at a competitive cost.
- Guide and develop the relationships between the central purchasing function and the organizational operating units, focusing on prompt response time, and assisting with special needs.
- Analyze bid responses for compliance with specifications and established requirements.
- Monitor purchasing policy and selects all single source suppliers.
- Conduct pre-bid conferences.
- Establish and implement operational policies and procedures for the warehouse division of RHA.
- Supervise and coordinate activities of subordinates engaged in stock keeping and stock distribution activities, as well as purchasing support functions.
- Perform supervisory activities such as assigning work, evaluating performance, and providing performance counseling, interpreting rules and policies, assigning overtime, enforcing disciplinary activities, etc.
- Collaborate with information systems personnel to identify functional needs for the use of computerized records management systems in the stockroom and purchasing activities.
- Establish and implement the policies and procedures for the purchasing and procurement functions of RHA in conformance with established laws, policies, and ethical principles.
- Work with department heads to establish a calendar of purchasing activities to assure the timely availability of necessary resources.
- Develop goals and objectives of purchasing and supply function to align with Authority goals and objectives.
- Research product/service quality requirements.
- Assemble data and writes specifications for one-time purchase contracts and for perpetual-use purchase contracts.
- Solicit written and verbal price quotations from vendors.
- Communicate with vendors verbally and in writing.
- Plans and facilitate product demonstrations conducted by vendors for agency users.
- May dispose of surplus property by auction or by direct sale.
- Organize and supervise annual warehouse inventory audit.
- Prepare or review a variety of narrative and/or statistical reports for accuracy and follows through in areas of responsibility.

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ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of effective management practices.
- Knowledge of standard purchasing field practices and procedures.
- Knowledge of basic physical inventory control principles required to manage a stockroom, warehouse or distribution center facility.
- Knowledge of the principles and practices of commodity specification writing.
- Knowledge of the principles and practices of contract award and administration.
- Knowledge of business mathematics.
- Knowledge of the principles of the operation of computerized data management control systems.
- Knowledge of supervisory practices and principles.
- Skill in verbal communications.
- Skill in written communications.
- Ability to read, comprehend, and apply complex written materials such as municipal purchasing laws, charters, and codes, etc.
- Ability to produce clear and concise narrative and statistical reports.
- Ability to identify supply sources for a vast array of supplies, equipment, and services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- All the entry level KSA's **PLUS**
- Knowledge of organizational, State, and Federal safety and health regulations as they relate to functional activities.
- Knowledge of supplies and materials used in residential facilities maintenance.
- Knowledge of municipal purchasing practices and procedures and of applicable charters, codes, rules, and laws.
- Ability to organize, justify, and document written contract award decisions.

MINIMUM QUALIFICATIONS:

- I. (A) Bachelor's Degree in Economics, Accounting, Business Administration, or Public Administration and two (2) years' experience in purchasing or contract administration which
OR
(B) Bachelor's Degree and four (4) years experience as described in I. A above.

PLUS

- II. *One (1) year supervisory experience **AND**

*One (1) year experience in an inventory control, warehousing, or stock distribution activity.

*This experience may have been acquired concurrent with or in addition to the experience required in I. A.

ADOPTED: JANUARY 10, 2002

REVISED: MARCH 24, 2016

JANUARY 26, 2017 *(Previously Purchasing Agent-Competitive)*