

**HOUSING AUTHORITY**  
of the  
**COUNTY OF CONTRA COSTA**

Approved: 07/99  
HACCC.M16

Reviewed: 00/00/00  
Revised: 00/00/00

**PURCHASING AGENT**  
(FLSA Exempt)

**DEFINITION/PURPOSE:**

Purchase a wide variety of standardized and specialized materials and equipment for operational, maintenance and office use. Provide for warehousing and distribution of purchased materials. Maintain inventory and control records for items purchased. Administer disposition policy for excess, damaged, lost, or other non-usable property and fiscal records. Provide technical staff assistance to the Executive Director.

**DISTINGUISHING CHARACTERISTICS:**

This single position management classification requires full competency in all aspects of local governmental purchasing management and is responsible for performing the procurement and management of supplies, furniture, automobiles, trucks and equipment used by the Authority. It differs from all other classifications in that it is solely responsible to the Facilities Manager for the success of the Authority's purchasing, inventory control, warehousing and distribution programs.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general direction of the Assistant Director for Facilities Management, with significant independence.

The Purchasing Agent provides direct and general supervision to the assigned clerical personnel.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Plan, organize and direct an Authority-wide purchasing, warehousing and distribution program.
- Develop sources of supply, interview vendors to obtain product information.
- Issue purchase orders on behalf of the Authority.
- Establish appropriate bidding procedures. Prepare and analyzed bids for price, legality and acceptance of items with respect to specifications, and recommends award of bids to the Executive Director.
- Consult with Department Heads and organizational units regarding all aspects of purchasing. Confer with all type of contractors.

- Negotiate best source contract or purchase orders for commodities for which competitive bidding is not appropriate.
- Monitor contracts to assure vendor compliance, schedules and terms.
- Review requisitions from Authority organizational units for compliance and accuracy. Group items to facilitate bids on larger quantities.
- Research and confer with Department Heads in preparing purchasing specifications on items to be bid.
- Inspect and maintain quality control for supplies and equipment.
- Coordinate the disposal of excess property and fiscal records. Issue property control numbers for non-expendable equipment and maintains inventory. Responsible for verifying annual inventory of all non-expendable equipment.
- Prepare various monthly reports and correspondence. Investigates complains and secures adjustment. Resolve billing and payment problems, and review invoices for completeness, accuracy, and codes for computer data input. Develop, revise, and implement forms, including training organizational units in their use.
- Undertake special assignments as directed by the Assistant Director for Facilities Management.
- Prepare periodic activities and status reports.
- Respond to and resolve issues pertaining to purchasing programs. Inform the Assistant Director for Facilities Management, in a timely manner, on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Assistant Director for Facilities Management regarding management and operations issues and other purchasing-related matters.
- Assist in the development of purchasing policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs.
- Review and prepare comments on proposed Federal, State and local regulations and their prospective impact on purchasing and authority programs. Suggest alternative courses of action, as applicable.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of purchasing work.
- Responsible for departmental employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Participate in the selection of staff. Delegate duties to subordinates.
- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested.

**OTHER JOB FUNCTIONS:**

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

Knowledge of – Principles and practices of purchasing. Practices and methods of purchasing by specification, competitive bidding, and negotiation. Sources of supply, marketing practices, and pricing methods and differentials. Laws and regulations applying to purchasing in the public sector. Principles and practices of supervision, training, and evaluation. Principles and methods of computerized inventory maintenance. Housing laws, programs and agency rules, regulations, standards and programs.

Ability to – Plan, organize, and direct, an Authority-wide purchasing program in a manner conducive to full cooperation. Maintain confidentiality. Gather, tabulate, analyze, and interpret data. Organize work effectively and maintain accurate and systematic records. Effectively negotiate purchases. Effectively utilize inventory and record keeping systems, including computerized systems. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships with others. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate standard office equipment. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, operate keyboard equipment, and lift up to 35 lbs. A majority of work is conducted in a standard indoor office environment.

Other – Provide and annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.

- Be bondable.

**MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Three (3) years of increasingly responsible experience in the public or private sector purchasing a wide variety of materials, supplies, and equipment, including responsibility for warehousing and inventory. Must have two (2) years of supervisory experience.

Education – Possess a Bachelors Degree from an accredited college or university with a major in business administration, material management, or a closely related field. Experience of the type indicated beyond the stated requirements may be substituted for the required education on a year-for-year basis, up to a maximum of two years. Possession of a Masters Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience. There may be no substitution for supervisory experience.

