

# HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

Approved: 07/99

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## **PURCHASING CLERK** *(FLSA NON-EXEMPT POSITION)*

### **DEFINITION/PURPOSE:**

Provide a wide variety of assistance to the Purchasing Agent in accordance with established documented procedures. Will assist the Purchasing Agent in the day-to-day operation of the Purchasing Department.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is the journey level clerical class of the Authority; providing clerical services within the Purchasing Department, and at times, the Housing Operations department which requires knowledge of departmental and Authority rules and regulations. This classification deals with the Authority employees, vendors, contractors, the public, and other agencies. This position requires that information be dispensed in a timely and efficient manner. This information can be confidential and time sensitive.

The applicant should have a basic understanding of the procurement process from beginning to end. Must be self-motivated and possess strong communication and organizational skills as well as be computer literate.

### **SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct general supervision of the Purchasing Agent and the Director of Facilities Management and Purchasing.

Provides no supervision to other Authority classifications.

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

- Process requisitions in a timely and efficient manner.
- Input purchase orders and requisitions using the Yardi software system.
- Verify dollar limits and signing authority of requisitions.
- Resolve disputes between vendors and the Housing Authority.
- Reconcile invoice discrepancies and prepare invoices for Accounts Payable.
- Handle merchandise returns and invoice credits.
- Answer the telephone and respond to inquiries. If needed, transfer the call to the proper Authority staff or office.
- Greet sales representative and delivery staff and direct to the appropriate person or location.
- Assist in verifying inventory of all non-expendable equipment, as assigned.

- Prepare a variety of documents and forms related to the Purchasing Department.
- Assist in the annual bid invitation and award process.
- Assist in ordering a variety of supplies, materials, office furniture, and equipment.
- Distribute material related to the Purchasing department or other departments.
- Prepare a variety of reports, either assembled by the supervisor or independently, as directed.
- Operate office equipment incidental to the performance of basic duties, including a personal computer. Enter and extract data and other information.
- File a variety of material in alphabetical, numerical, or coded filing systems that involves classification or non-standard materials and cross-referencing for multi-subject documents.
- Prepare a variety of narrative and statistical reports, correspondence, and other materials from rough drafts, outlines, notes, or dictation, involving selection and refinement of material and establishment of formats in keeping with general instructions.
- Maintain good rapport with Authority clients, Purchasing vendors, the general public, and all Authority staff.

**OTHER JOB FUNCTIONS:**

- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – General purchasing terminology, as well as purchasing policies and procedures. Should have a basic knowledge of modern office procedures. Correct use of oral and written English, proper grammar, spelling, punctuation, and composition, as well as good vocabulary, is essential. Should have knowledge of document formats, filing, indexing, and cross-referencing methods. Operation of standard office equipment; fax machines, calculators, copying equipment, as well as an extensive use of personal computers.

Ability to – Independently work alone or in a team environment. Have the ability to effectively compose written correspondence on routine matters. Must be able to calculate basic mathematical computations. Work and make decisions on procedural matters with minimal supervision. Prepare and maintain accurate, concise records and reports. Understand and carry out oral and written instructions. Deal tactfully and courteously with the public, vendors and Authority staff. Type at a speed of no less than forty-five (45) words per minute from manuscript, printed, or typewritten copy. Must be able to maintain confidentiality. Effectively and sensitively relate to the public and coworkers. Communicate clearly and effectively both orally and in writing. Follow policy and adhere to procedures. Operate a personal computer using various Windows-based applications programs, including Word, Excel, and Yardi.

Licenses and Certificates – None required.

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

Physical Abilities and Work Environment – Sit for lengthy periods of time in a standard indoor office environment. Have manual dexterity enabling manipulation of a telephone and operation of keyboard equipment. On occasion may be asked to deliver small packages under 5lbs.

Other – Provide proof of US citizenship or, if a non-citizen, 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 – At least one (1) year of full time purchasing experience and one (1) year of full-time office clerical experience requiring extensive public contact.

Education – Graduation from an accredited high school, or possession of an equivalent certificate or diploma recognized by the State of California (e.g. G.E.D.). Possession of an Associates Degree, or two full academic years of training, from an accredited college or university with a major in business administration, social sciences, or related field is desirable.