

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Purchasing Agent

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	2	Non-Exempt	Purchasing	Procurement and Contract Director

CLASS SUMMARY:

This position is responsible for performing tasks related to preparing and processing purchase orders and related documents. Responsibilities may include reviewing documents; corresponding with vendors; and preparing documents.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Reviews purchase contracts for accuracy and completeness.
2.	Prepares and processes documents, including: preparing and processing purchase orders; processing payrolls; processing certificate of insurance documents; and preparing bid documents for goods and services.
3.	Reviews vendor bids and recommends approval for contracts.
4.	Corresponds with vendors, including: accepting deliveries; reviewing disputes related to purchases or deliveries; and performing related tasks.
5.	Maintain Tax Credit documents
6.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

High School Diploma or equivalent (G.E.D.); 2-4 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Purchasing regulations and methods;
- Related laws and policies;
- Computers and related software;
- Purchasing contracts;
- Vendor bid requirements;
- Standard payroll processing;
- Methods of preparing purchase orders;
- Methods of preparing bid documents.

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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SKILLS (position requirements at entry):

Skill in:

- Reviewing contracts;
- Preparing purchase orders;
- Preparing bids;
- Resolving vendor disputes;
- Using computers and related software;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR