

Housing Authority of the County of Tulare

Job Description

Job title: PURCHASING COORDINATOR

Work Location: One or more of the agency office locations located in Tulare County

Department: ACCOUNTING

Reports to: CONTROLLER

☒ **Full-time**
☐ **Part-time**

☒ **Exempt**
☐ **Nonexempt**

DEFINITION:

Under direction, to perform purchasing work of routine difficulty in assisting in the centralized purchasing of a variety of supplies and materials for the Housing Authority, using an automated inventory system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews requisitions for completeness and accuracy.
- Operates and processes inventory transactions utilizing an automated-inventory system.
- Assists in preparing descriptions of materials in compliance with specifications.
- Assists in researching sources of supplies, comparing costs and evaluating quality and suitability of supplies and equipment.
- Contact and correspond with vendors and other representatives regarding products and purchasing problems.
- Consult with other Housing Authority personnel regarding purchasing needs and specifications.
- Assists in the maintenance of the fixed assets.
- Inform departments regarding sale procedures of surplus property.
- Maintains and files records.
- Processes purchase orders and inter-department invoices.
- Oversees the agency's central warehouse.
- Fills requisitions for project offices.
- Unloads deliveries from outside vendors.
- Assists employees with loading materials and supplies for delivery to project offices.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- Sufficient to demonstrate competency in the knowledge and skills specified and to learn skills normally acquired on the job.
- Four years of experience involving clerical or technical-level duties related to stores and purchasing operations.

KNOWLEDGE OF:

- Basic math sufficient to review purchase orders and invoices for accuracy.
- Computer usage.

SKILLS TO:

- Read and understand information provided in such items as material specifications.
- Write clearly using correct grammar, spelling and punctuation to prepare correspondence and memos.

- Courteously, patiently and tactfully communicate with vendors, departments and public.
- File alphabetically and numerically.
- Maintain records.
- Ability to operate a forklift in a safe manner.
- Computer literate in MS Office software.

DESIRABLE QUALIFICATIONS:

- Knowledge of Housing Authority's departmental functions and their material and service needs.
- Skill to write clearly in preparing material descriptions.
- Evaluate and analyze information to formulate recommendations.
- Accurately type 40 words per minute.

PHYSICAL CHARACTERISTICS:

- Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office machines and equipment.
- Good eyesight to read and write in order to fill requisitions, and visually use a computer screen, and order and receive supplies.
- Strength and flexibility to bend, reach, stoop, climb ladders, operate a forklift, and lift, store and retrieve supplies weighing up to 80 pounds.
- Good hearing to accommodate and greet persons coming into the office and to handle telephone conversations.
- Clear speech and verbal skills in order to communicate with the public and co-workers.
- Mobility to pick up and deliver parts, materials and supplies from vendors and area offices.
- Ability to operate a motor vehicle.
- Must have ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.
- Regular attendance required.

LICENSES/CERTIFICATES:

A valid California driver's license and acceptable DMV record.

Adopted: 2/2024