

# **Purchasing Manager – Athens, GA**

## **Athens Housing Authority seeks a Purchasing Manager**

**Position Title:** Purchasing Manager

**Position Location:** Athens, Georgia

**Salary Range:** No minimum salary specified – no maximum salary specified

**Work Schedule:** Full-Time

**Status:** Regular Position

**Deadline for Submitting Application:** Open Until Filled

**Qualified candidates should email a cover letter, salary requirements, and detailed resume to:** Carol Kirchman [kirchman@athenshousing.org](mailto:kirchman@athenshousing.org) [No phone calls please.]

### **Position Summary**

Directs operations of procurement for the administrative offices and coordinates procurement of AMP groups. Oversees and directs the bed bug pest management program. Regular duties require the exercise of mature, independent judgment, tact in dealing with vendors, and thorough knowledge of pertinent Housing Authority purchasing policies and HUD regulations, as well as federal and state laws regarding bids. Performs tasks as required to purchase materials, tools, equipment, and contracted services within the Authority. Work is reviewed primarily through cost savings, review of reports, and evaluation of results obtained.

### **Major Duties and Responsibilities**

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

1. Reviews and processes purchase orders. Maintains vendor files and monitors the status of open purchase orders.
2. Purchases materials, supplies, and equipment related to hardware, custodial, and office supplies and equipment. Locates sources of supply and places orders.
3. Develops specifications; develops and negotiates contracts. Obtains bids and carries out competitive pricing procedures.
4. Issues bids, requests quotations and other necessary documents related to the purchase of hardware, custodial, office supplies, light and heavy equipment, and contracted services.
5. Compares cost and evaluates the standards specifications, quality and suitability of supplies, equipment, and contracted services.
6. Interviews and corresponds with vendors and other representatives.

7. Maintains records on purchase price information on both open market and contract purchases; revises as conditions change.
8. Keeps informed of new products and market conditions and trends.
9. Checks vendor files periodically to clear up any unpaid invoices.
10. Continually evaluates the effectiveness of each vendor (including impromptu vendor location visits).
11. Develops and implements vendor improvement programs as required (including vendor audits).
12. Handles discrepancies with vendors following established Housing Authority policy guidelines and procedures and good business practices.
13. Assists with establishing approved stock levels and reorder levels.
14. Prepare reports as required.
15. Randomly examines and checks supplies against purchase order to ensure materials are as specified on purchase order.
16. Uses requisitions or orders to determine items to be direct-issued to various Mechanics.
17. Assists personnel in selection of products; makes sound recommendations.
18. Provides budget data for FY procurements.
19. Maintains necessary records and performs administrative, non-warehouse, functions for accurate inventory control. Coordinates internal audits of inventory and work order systems.
20. Coordinates and processes disposition of obsolete, damaged or scrapped supplies and equipment as requested and coordinates and assists in annual inventory audit.
21. Picks up local supplies as needed.
22. Determines specifications of supplies and equipment.
23. Makes the appropriate arrangements for the Authority's reimbursement for damages and/or losses caused by negligence of vendors, contractors, or employees. Damages or losses caused by employees include, but are not limited to supplies, tools, checked-out tools and equipment.
24. Allocates and recaps time/material costs to each other center; keeps outside contractor cost records, etc.
25. Oversees centralized Painter team. Monitors request for Painter services from AMP groups, assigns work, tracks time and charges.
26. Performs other related duties as required.

The AHA will provide reasonable accommodations provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

### **Desirable Knowledge and Abilities**

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners.
3. Knowledge of purchasing methods and procedures; including buying, inspection, storage, and shipping methods.
4. Knowledge of the principles and methods of inventory control and record keeping.
5. Working knowledge of supplies, materials, tools and equipment used in the maintenance of apartment buildings and the care of grounds.
6. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.
7. Knowledge of the laws, ordinances, and other requirements governing the purchases of goods and services, as well as commodities.
8. Knowledge of data entry and retrieval using a computer terminal; is skilled in the use of various office equipment.
9. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
10. Ability to present ideas in a clear and concise manner, both orally and in writing.
11. Ability to keep accurate inventory and purchasing records and prepare periodic reports from these records.
12. Ability to communicate effectively both orally and in writing.
13. Ability to obtain effective and economical methods and systems for handling, storing, and controlling materials and supplies.
14. Ability to establish and maintain effective working relationships with co-workers, vendors, contractors, residents, the general public, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.

**Physical Requirements**

The following is a list of physical requirements necessary to perform this job, either with or without an accommodation.

1. Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile machine, copier, telephone, etc.
2. Must be able to carry objects or materials including plumbing, electrical, and appliance components, parts, and tools.

**Minimum Education, Training, and/or Experience**

1. Graduation from an accredited college or university with an Associate's degree in accounting, materials management, or related. Bachelor's degree is preferred.
2. A minimum of three (3) years proven experience in purchasing and materials management for a public entity, with sound knowledge of computerized inventory control systems. Previous public housing experience is desirable, but not required.
3. Any equivalent combination of education, training and experience that provides the required knowledge and abilities may be considered sufficient.

**Special Requirements**

1. Possession of a valid State of Georgia motor vehicle operator's license.
2. Must be insurable by Authority's fleet insurance carrier.
3. Must be bondable.
4. Ability to obtain certification in Procurement and Contract Management within one year of employment in the position.
5. Must be able to occasionally work at night and on weekends if required.