

# Housing Authority of City of Milwaukee

## CLASS SPECIFICATION TITLE:

### Senior Purchasing Agent

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	1	Non-Exempt	Purchasing	Procurement and Contract Director

#### **CLASS SUMMARY:**

This position is responsible for the purchasing function of an assigned area. Responsibilities may include preparing purchase orders; resolving vendor disputes; and providing technical assistance.

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

1.	Prepares bid documents and reviews responses to determine approval or denial.
2.	Prepares and processes purchase orders for a wide range of services and supplies.
3.	Communicates with vendors, including: discussing purchase orders; resolving wage and compliance concerns; and conducting negotiations.
4.	Provides purchasing assistance to staff.
5.	Maintains related files to ensure accuracy of information.
6.	Performs other duties of a similar nature or level.

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

Bachelor's degree in Business Administration or related field; 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:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Purchasing principles and practices;
- Methods of preparing bid documents;
- Negotiation techniques;
- Methods of preparing purchase orders;
- Document retention.

#### **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:

- Using computers and related software;
- Preparing bid documents;
- Reviewing and determining bid responses for approval or denial;
- Preparing purchase orders;
- Resolving vendor concerns;
- Conducting negotiations;
- Providing technical assistance to staff;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

### **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