



JOB DESCRIPTION

Job Title: Purchasing Clerk

Supervisor: Finance Director

Job Statement:

Administrative responsible for materials and equipment management; maintains inventory records and unit work orders files with proper organization and control. Involved in operational and associated functions in accordance with Housing Authority Policies and HUD guidelines for maintenance management.

Job Description:

Essential duties and functions include the following and other related duties may be assigned.

- Keeps a record pertaining to items purchased, costs, delivery, product performance, and inventories.
- Maintains vendor files and performs the purchase order/invoice matching function as well as monitors the status of open purchase orders.
- Reviews and processed requisitions and purchase orders for materials and supplies needed for the Housing Authority.
- Plans and administers a program of standardization to reduce to a minimum the various size, types, styles, and kinds of equipment and supplies purchased.
- Prepares weekly and monthly statistical reports as requested.
- Assigns inventory control numbers for all warehouse inventory.
- Maintains a system of tracking and monitoring the continuous movement from the warehouse to the developments and as necessary, between developments.
- Researches and evaluates supplies based on price, quality selection, service support, availability, reliable production and distribution capabilities and supplier reputation.
- Communicates with vendors and contractors to discuss defective or unacceptable goods or services and determines corrective action
- Maintains backorder records for needed materials and supplies and conducts follow-ups as needed.
- Processes inventory receipts, inputs appropriate data into inventory control system and

analysis reports to maintain better inventory control

- Conducts periodic and annual inventories of maintenance shop stock and disposes of old equipment's in accordance with disposition policy/procedures
- Maintains office supplies at a level for continuing operations and oversees the purchase of such materials, including office inventory records.
- Periodically reviews work orders request to onsite usage and reports any discrepancies to the Finance Director and the Maintenance Director.
- Performs other related duties as assigned by Finance Director, Deputy Director, and Executive Director

Qualifications and Knowledge:

- High School diploma or equivalent.
- Business Degree preferred.
- Minimum of two (2) years' experience in related field preferred.
- Any combination of related experience and/or education may be substituted
- Knowledge of HUD, city, state, and Authority procurement and contracting policies, procedures, and practices.
- Able to quickly learn agency's practice, policy and procedures.
- Ability to start and complete all assigned work on time and within budget.
- Able to work with all type populations.
- Ability to work well under pressure, multi-task, work independently and prioritize workload.
- Ability to communicate clearly and concisely with vendors, orally and in writing.
- Able to communicate clearly, concisely in both English/Spanish preferred.
- Skill in using computers and related software.
- Valid Texas driver's license.
- Eligibility for coverage under PHA fleet auto insurance.

Guidelines

The employee performs routine duties by following established HUD and Authority policies and procedures. These guidelines cover most job-related situations, and the employee usually is required to use independent judgement in making decisions. If guidelines do not cover a situation, the employee normally consults the supervisor. Guidelines are generally specific and clear.

Complexity

The employee performs a wide range of routine and generally repetitive tasks which can make the job complex. The course of action is determined by the supervisor

Scope and Effect

The employee's work affects other Authority departments, contractors and supplies. Inventory and maintenance controls allows the Housing Authority to be in compliance with general operating practices and account for all equipment and purchase made with use of program funds. Successful accomplishments of duties by the employee enhances the ability of other Authority personnel to

perform their tasks and provide adequate housing that is decent, safe and sanitary to low-income families.

Personal Contacts

Personal contacts are with other Authority personnel and departments. The purpose of such contracts is to obtain and provide information, or to verify, document, and record information submitted by staff. Under direction of the Finance Director, there may be limited contact with business firms, consultants, residents and suppliers which affect the ability of the Authority to accomplish its work.

Physical Demands

Work involves both sedentary and physical activity, and may involve eye strain from abundant reading requirements, working with computers and other office equipment. Some physical exertion may be necessary for kneeling or crouching to obtain files, occasionally carrying moderate heavy items (up to and over 25 lbs.), sticking shelves, climbing ladders and other moderate tasks.

Work Environment

Work involves the normal risks or discomforts associated within office environment but are usually in an area that is adequately cooled, heated, lighted and ventilated.

A criminal background and drug screen must be completed before hire. An official MCAHA Employment Application must be completed, and a resume submitted. MCAHA is an equal opportunity employer and adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities.

Starting Salary is based on experience. \$14-\$16

Position is open until filled.

Interested applicants must complete an official agency available on the website

www.mcallenha.org

Original application copies can be emailed, mailed or dropped off at McAllen Housing Authority main office located at:

Attn: HR Dept.

1200 N. 25th St.

McAllen, TX 78501

arosas@mcaha.org