

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Purchasing Technician
Reports to: Purchasing Manager
Department: Purchasing
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

Responsible for supporting the overall purchasing function for AMHA, including monitoring commodity code quotes, and entering and maintaining bid specifications. Assists the Purchasing Department with various projects.

Essential Duties and Responsibilities:

- 45%** Complete all aspects of bid specification process, including monitoring and maintaining on-going contracts, non-routine and routine bids. Enter bid specifications into computer system. Maintain Purchasing Department's five year contract calendar and bidder listing. Receive and track bid deposits and refunds, and insurance documents. Ensure current contracts are in place and up to date at all times. Attend pre-bid conferences, bid opening and pre-work conferences.
- 25%** Track, plan and prepare commodity code quotes. Closely monitor status and coordinate with Purchasing Manager.
- 10%** Maintain departmental spreadsheet for monitoring contracts. Maintain departmental work flow charts.
- 15%** Prepare routine correspondence, such as for insurance, bidder lists, etc. Review and respond to inquiries. Prepare letters, memos, reports spreadsheets and charts for various reasons. Calculate data for reporting purposes. Perform standard bookkeeping tasks.
- 5%** Miscellaneous
- Perform routine office tasks. Receive and distribute mail, answer phones, direct\ visitors and schedule meetings.
 - Order office supplies.
 - Other duties as assigned.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent plus four years clerical or purchasing work experience. Demonstrated proficiency in use of work processing and spreadsheet applications. Must have valid Ohio driver's license and be insurable under AMHA.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.