



Housing Authority
of the
County of Tulare

CLASSIFICATION: PURCHASING COORDINATOR

RESPONSIBLE TO: CONTROLLER

DEFINITION: Under direction of the controller 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; to do other related work as required.

EXAMPLES OF DUTIES: 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; may contact and correspond with vendors and other representatives regarding products and purchasing problems; may consult with other Housing Authority personnel regarding purchasing needs and specifications; assists in the maintenance of the fixed assets; may 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.

EDUCATION/EXPERIENCE: Sufficient to demonstrate competency in the knowledge and skills specified and to learn skills normally acquired on the job. This is usually obtained by graduation from high school, or equivalent, and 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.

DESIRABLE QUALIFICATIONS: Knowledge of Authority 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.

**Housing Authority of the County of Tulare
Purchasing Coordinator (Continued)**

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 coworkers to accomplish common tasks. Regular attendance required.

LICENSES/CERTIFICATIONS: A valid California driver's license. Forklift driver certification.