

**PURCHASING AGENT**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent, under the general direction of the Director of Accounts, purchases a wide variety of materials, supplies and equipment for the Albany Housing Authority (AHA). The incumbent provides agency-wide assistance concerning product information and specification details, analysis of purchasing requirements based on computerized inventory control data and preparation of recommendations for contracts with vendors in addition to the development of supply and bidder sources for contracted services. The incumbent is responsible for all or a major part of the Housing Authority's large scale purchasing program on an agency-wide basis in accordance with the rules and regulations governing AHA's procurement policy.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Provides assistance concerning product information and specification details on contracts, equipment, supplies and vendor services;
- May plan or administer a computerized inventory control and purchasing system;
- Contacts users of central maintenance contracts and evaluates vendor reliability;
- Reports on purchases made under specific contracts to determine AHA's requirement satisfaction;
- Receives and evaluates requisitions with departments in order to provide information regarding product availability, sources of supply quality, price, installation, maintenance requirements, delivery schedules and procurement regulations;
- May arrange for product demonstration by manufacturers and vendors on behalf of various departments;
- Enters and retrieves information in an automated information system;
- Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of purchasing specifications;
- Thorough knowledge of market trade conditions, business methods and current procurement policies;
- Good knowledge of computerized systems established for maintaining current inventory control records for purchasing practices;
- Ability to adhere to federal regulations governing purchasing practices of public housing authorities;
- Ability to establish and maintain good working relationships with others;
- Ability to prepare written reports and correspondence;
- Good judgment;

- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in economics, accounting, business or public administration; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in economics, accounting, business or public administration and two (2) years of experience in large scale purchasing of a variety of commodities.

Revised: 2/4/93  
3/31/93  
3/29/06