

Opening Date: November 20, 2017

Closing Date: December 11, 2017

### **PURCHASING AGENT**

The Mobile Housing Board is an evolving and transforming Public Housing Authority located in the beautiful port city of Mobile along Alabama's Gulf Coast seeking the right individual to join our management team. The Purchasing Agent is responsible for administrative work in the planning and management of the purchasing function and activities. Work is performed under the general supervision of the Comptroller with considerable latitude for independent judgment and decision making in accordance with local, state, federal laws and established guidelines and procedures in purchasing, procurement and contracting activities. The Purchasing Agent plans, coordinates and controls purchasing activities; prepares and reviews proposals and awards contracts; interviews vendor representatives regarding price changes, discounts, deliveries, conducts and schedules formal bid openings; analyzes proposals; coordinates, consolidates, and standardizes supplies, materials and equipment; Prepares purchasing reports and budget requests; reviews and revises requisitions; develops and assist with development of specifications; analyze specifications; maintain purchasing records and files; all in compliance with Housing and Urban Development (HUD) requirements and consistency with HUD standards.

Thorough knowledge of federal, state and local laws, the Department of Housing and Urban Development (HUD) and other rules, regulations and criteria governing federal procurement practices and regulations. Good knowledge of accounting fiscal and organizational management principles. Good knowledge of management principles and practices. Good knowledge of legal requirements related to contracts and contract administration. Good knowledge of Section 3 requirements for federal contracts; Experience in Public Housing Authority (PHA) procurement; Experience in Federal Contracts including contract language and federal requirements. Some knowledge of RAD and LIHTC programs are a plus.

Minimum Qualification: Completion of a bachelor's degree from a recognized college or university in purchasing, accounting or business or public administration and a minimum of three years responsible purchasing experience; or a combination of education and experience equivalent to these requirements.

Starting salary range is from \$53k to \$66k based on qualifications and experience. Completed applications and resumes, must be submitted on or before December 11, 2017. Resume cannot be accepted in lieu of required application.

For application information, please contact Kathi Bryant in the Human Resource Office at (251) 434-2321 or e-mail [kbryant@mobilehousing.org](mailto:kbryant@mobilehousing.org)

Mobile Housing Board is an Equal Opportunity Employer