

**HOUSING AND REDEVELOPMENT AUTHORITY  
OF AUSTIN  
JOB DESCRIPTION**

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**TITLE:** Procurement Specialist

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**SUMMARY:** Plans, organizes and directs the purchasing activities of the HRA. The following are considered essential functions for the job:

**DUTIES:**

- A. Plans, organizes and directs the centralized purchasing activities of the organization.
  - 1. Establishes and develops accepted purchasing methods and records in accordance with prescribed laws, rules, regulations, standards, policies and procedures.
  - 2. Reviews requisitions for operating and maintenance equipment, materials and supplies; responsible for obtaining professional, consulting and other services on a contractual basis.
  - 3. Locates and investigates suitable reputable sources of supply.
  - 4. Prepares bid and RFP specifications; reviews submitted bids and proposals for content and after thorough analysis, makes recommendations for the acceptance or rejection of bids.
  - 5. Prepares periodic reports and statements; maintains bidders lists; prepares all purchase contracts; designs forms; establishes and maintains needed records and files.
  - 6. Assists in the preparation of temporary and final appropriation budgets and appropriate transfers.
  - 7. Responsible establishing and maintaining a system for receipt of goods and services.
  - 8. Maintains the inventory control system of all material and supplies.
  
- B. Develops and maintains effective working relationships.
  - 1. Develops and maintains good working relationships with co-workers, other HRA staff, residents, and suppliers.
  - 2. Communicates directly with vendors; interviews vendors to determine product line and usefulness; handles complaints by taking the proper action; records the claims of vendors for materials and services.
  - 3. Coordinates on an agency wide basis the procurement of all supplies, equipment and services.
  
- C. Performs other duties as assigned.

Note: The above is illustrative of the descriptions of the general nature and level of work being performed by people assigned to this job. It is not intended to be inclusive of all responsibilities, duties, and skills required for this position. Any information acquired through employment at the Housing & Redevelopment Authority of Austin is to remain confidential.

**QUALIFICATIONS/REQUIREMENTS:**

- A. Knowledge, Skills and Abilities:
  - 1. Computer skills must include the ability to input and assemble data, compile reports and establish tracking systems.
  - 2. Thorough knowledge of the accepted procedures, laws, rules and regulations affecting purchasing.
  - 3. Knowledge of the accepted preparation of the specifications of commodity markets, marketing practices and commodity pricing methods and of the application of bookkeeping methods in relationship to purchasing practices.
  - 4. Ability to express information and instructions clearly and accurately whether by phone, letter or personal contact.
  - 5. Knowledge of applicable laws and regulations regarding privacy and confidentiality and the ability to respect laws and regulations.
  - 6. Ability to prepare bid specifications and RFPs; review and recommend suitable action.
  - 7. Ability to interpret market prices and trends and apply such interpretations to procurement process.
  - 8. Ability to negotiate effectively in order to obtain better pricing of goods and services.
  - 9. Ability to execute accurate math computations, basic bookkeeping skills, good keyboarding skills and learn various types of electronic and manual recording and information systems used by the department.
  - 10. Ability to initiate work projects, work independently, organize workload and manage time effectively.
  - 11. Ability to exercise good judgement, perform work in a courteous and diplomatic manner and establish and maintain harmonious working relationships.
  - 12. Ability to work effectively with people of all social and economic backgrounds.
  
- B. Education/Experience:
  - 1. Minimum requirement of an Associate's degree accredited college; and
  - 2. Two years work experience in areas relevant to job duties; or
  - 3. Any combination of education and/or work experience as may be acceptable as equivalent by the Executive Director.

C. License /Certification:

- Valid Driver's license and have access to own transportation.
- Satisfactory review of criminal history background check.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds.

While performing the duties of this job, the employee is required to talk, hear and to have eye-sight. If eye correction or hearing correction is needed, the proper correction needs to be used at work. The employee frequently is required to sit and use hands to finger, handle or feel objects, tools and controls; and reach with hands and arms. The employee is occasionally required to walk and to climb stairs.