



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
ASSISTANT PURCHASING AGENT**

**Position Open: January 11, 2019
Position Closing Date: January 24, 2019**

Job Announcement

Position: ASSISTANT PURCHASING AGENT

Salary Range: \$37,212 - \$48,379

Assist with centralized purchasing system under the direction of the Purchasing Agent; to assist in managing the purchasing of supplies, materials, equipment and contracts for services; and to do related work as required.

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REQUIRED EDUCATION AND EXPERIENCE:

High school diploma plus four years of work experience performing administrative support in government purchasing and payables.

ESSENTIAL JOB DUTIES

- provide assistance and coordination for the Procurement Division of the Construction Department
- confers with the agency departments regarding purchasing needs and problems;
- participates in bid openings;
- assist with or prepares bid documents;
- obtain telephone quotes for small purchases;
- prepares purchase order and purchase order changes,
- prepare legal advertisement notices;
- perform administrative functions for the department operations;
- assist with general public and answers questions regarding department procedures;
- assist with mail and printing service, process mail using the postage and folding machine;
- assist with the messenger service;
- arranges for the processing of obsolete surplus items to E-bid;
- attend designated procurement and purchasing training;
- perform other related duties;

EQUIPMENT USED

Personal computer, postage machine, folding machine and other general office equipment.

SUPERVISION EXERCISED

May act in the capacity of Purchasing Agent in the absence of the Purchasing Agent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- knowledge of the methods, practices and procedures of governmental purchasing;
- knowledge of all federal, state and local laws having reference to local purchasing procedures;
- knowledge of the types of materials, supplies and equipment the agency uses; ability to plan, organize and multi-task work function;
- ability to effectively use Microsoft Office;
- ability to effectively communicate and maintain working relationship with agency staff, vendors and contractors;
- willingness, mental and physical ability to perform the duties involved in this classification;
- ability to perform office work with speed and accuracy,
- ability file contracts and purchasing order correctly;
- ability to establish and maintain effective working relationships with others;
- ability to establish and maintain effective working relationships; and willingness and mental and physical ability to perform the duties of this classification;
- ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

LICENSES AND CERTIFICATIONS REQUIRED

- Valid Tennessee Driver's License
- Complete certification as a CPPB or CPPO within 18 months of employment.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

**701 South Sixth Street, P.O. Box 846
Nashville, Tennessee 37202
Fax - (615) 780-7019
www.Nashville-MDHA.org
TDD#252-8599**

**To request a reasonable accommodation or assistance with language interpretation
Contact: 252-8550**

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upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

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