



Colorado Springs Housing Authority
An Equal Opportunity Employer

The Housing Authority of the City of Colorado Springs

JOB ANNOUNCEMENT

Posting Date: **10/13/2021**

Closing Date: **10/19/2021**

Senior Purchasing Analyst

Salary Range: **\$3,553.33 - 4,160.00**

OPEN / COMPETITIVE

FLSA Status: **Non-Exempt**

JOB SUMMARY:

Performs a wide variety of professional, analytical, and administrative duties in support of the maintenance department; coordinating and supervising the purchasing of materials and equipment needed to enable a smooth operation. The Senior Purchasing Analyst receives minimal instruction or assistance from the Maintenance Department Supervisor as new or unusual situations arise; individuals in this position are fully aware of operating procedures and policies of the work unit.

As a Senior Purchasing Analyst, you will:

- Perform a variety of administrative, operational and analytical duties in support of the inventory of materials and equipment; perform various administrative, operational and management analyses, studies and research projects.
- Plan, direct, coordinate and review the work plan for the inventory department; manage work activities, projects; review and evaluate the work activities; resolve issues.
- Assist with the budget process; provide assistance in the development of the inventory budget; collect and analyze data.
- Serve as the liaison for the inventory and procurement departments between other departments, outside agencies and the general public.
- Perform additional duties and responsibilities as required.

MINIMUM QUALIFICATIONS: Associates degree from an accredited college or university with major coursework in business, accounting, finance, or related field; two years of progressive experience in an inventory and/or purchasing field or a minimum of three years' experience in an expansive maintenance occupation may be considered in lieu of a degree.

Must possess a valid Colorado Driver's License.

All fields in the application must be completed, including the Work Experience section, or your application may not be considered, even if accompanied by a resume. An application must be received no later than Tuesday, October 19th by close of business.

Application can be found at www.csha.us or by taking a picture of the following QR Code:

