

Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



Position Title:	Purchasing & Distribution Coordinator
Department:	Finance
Reports To:	Comptroller
Classification:	Full-time; Temporary
Status:	Non-exempt
Salary Range:	\$15.00 – \$18.00
Location:	Norfolk, NE
Hours of Work:	Monday through Friday, 8:00 am-4:30 pm, variations in days and time as needed
Approval Date:	5/8/2021

Job Function:

The Purchasing & Distribution Coordinator will coordinate activities involved with procuring goods and services such as food, PPE, cleaning supplies and miscellaneous items to address the needs of applicants during COVID-19. The P&DC will also provide administrative support to office staff and will be required to travel or perform deliveries between NPHA/PTN locations. The P&DC will process applications and provide direct support to all applicants of the IHBG-ARP program.

Essential Responsibilities and Duties:

1. Confers with vendors to obtain product to service information such as price, availability and delivery schedule.
2. Obtains price quotes from multiple suppliers.
3. Purchase order requests.
4. Data entry and filing paperwork.
5. Runs reports to help determine needs.
6. Confirms delivery dates, quantity and price checking.
7. Maintains procurement records such as items or services purchased, delivery costs, product quality or performance and inventories.
8. Coordinates and schedules all distribution events per service area.
9. Schedule assistance needed for each event.
10. Request all overnight accommodations needed for distribution schedules.
11. Will request trucks or supplies needed to transport items to each service area.
12. Able to operate and drive U-Haul's and/or refrigerator trucks.
13. Operate office machines including copiers, scanners, phone and voice mail systems, personal computers, and other standard office equipment.
14. Process emergency shelter applications.
15. Performs other duties as assigned.

Requirements and Qualifications:

1. High School diploma or General Education Diploma

Desirable Qualifications:

1. Experience in procurement.
2. Experience in general office work, customer service or related work.
3. Experience in Microsoft Word, Excel, and PowerPoint programs.

Physical Requirements/Working conditions:

1. Required to lift or move heavy items.
2. Required to travel or deliver items between office sites.

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NPHA Requirements:

1. Ability to follow policies and procedures, such as personnel, safety, housing, maintenance, etc.
2. Ability to establish and maintain effective relationships with NPHA staff, contractors, tenants, and tribal members.
3. Ability to understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a "best practice" approach in housing functions.
5. Must be able to work with little or no supervision.
6. Must have a valid Driver's License and be insurable throughout the duration of employment.
7. Comply with drug and alcohol-free workplace policies.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Employee Name	Signature	Date
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Supervisor Name	Signature	Date
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