



JOB DESCRIPTION - PURCHASING AGENT

Department – County Auditor

FLSA: Non-Exempt

Type: Full Time Regular

POSITION SUMMARY

This position reports to the County Auditor. The Purchasing Agent performs professional purchasing, supervisory and administrative work directing the county's purchasing program. Work primarily involves developing and implementing policies and procedures for negotiating and entering into contracts to procure commodities and services, and developing forecasts of county needs and cost-effective strategies for meeting defined needs. Employee is responsible for managing contracts & analyzing cost requirements of ongoing projects or programs and researching availability of supplies, materials, equipment and services to determine trends of prices and sources of rates favorable to the county. Employee is also responsible for preparing, reviewing, and evaluating all bid specifications and reviewing bid replies and proposals, and for making final recommendations for purchases to the Commissioners Court. Work also involves coordinating annual inventory, surplus property auctions and disposal programs, and directly supervising staff. Filing insurance claims for general liability, property & automobile incidents.

ESSENTIAL RESPONSIBILITIES

- Researches and composes formal bid specifications for all County, State funded and Grant funded Departments; insures bid specification accuracy and submits to the Commissioners' Court; develops and evaluates highly technical bid specifications; consults with elected and/or appointed officials to insure specifications meet department needs; confers with potential vendors about bid specifications; monitors purchases for all County Departments for compliance with the Texas Local Government Code; refers all discrepancies to the law to the District Attorney's office for investigation and legal opinions.
- Verifies all necessary insurance requirements before recommending contract awards; consolidates smaller purchases by individual departments into larger/more economical purchases; manages the Sole Source, Emergency Purchases, and Exemptions process and presents to the Commissioners' Court for approval.
- Opens and presents formal bid specifications for approval of Commissioners' Court; makes award recommendations and executes same after approval; supervises and conducts bid conferences; analyzes bids and negotiates best/final offers derived from Request for Proposals [RFP's]; attends and presents information at yearly Budget Hearings; makes recommendations regarding departmental requests; prepares price analysis.
- Manages the informal bid purchases; insures that bid specifications comply with all applicable policies/state laws; reviews daily purchases; monitors non-contract purchases to insure compliance with various rules/regulations; develops procedures, establishes priorities, and monitors all work assignments; implements procedures to require requisitions/authorization of goods and services purchases.
- Consults and meets with elected and appointed officials and/or their assistants to assist them with purchasing needs, evaluation of bids, and explanation of purchasing policies/procedures.
- Monitors and authorizes purchases of the County Departments; reviews monthly budget expense reports.
- Observes the regulations of Texas Local Government Code 262.024 governing purchasing activities; develops advantageous purchasing sources and formal bid specifications for all County departments; supervises the sale of unclaimed personal property and surplus County property; presents a yearly inventory report of all County personal property to the County Auditor. Regular and predictable attendance is an essential function of this position.

ADDITIONAL RESPONSIBILITIES

Any other duties as assigned or required within the scope of the department.



EDUCATION/EXPERIENCE

- High School Diploma or equivalent
- One year experience in a general office environment, including purchasing duties.
- Degree in related field, preferred but not required.

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of: principles and practices of modern purchasing methods and procedures; sources of supply, markets and price trends and the various grades and qualities of a wide variety of materials, supplies and equipment; computer based purchasing.

Knowledge of or ability to obtain: the basic practices of governmental accounting, Vernon's Civil Statutes, Commissioners' Court Agenda, State of Texas Contracts, Texas Local Government Code, Purchasing Department purchasing manual, Oil Price Information Service [OPIS] Reports, Texas Department of Transportation/Standard specifications, Jefferson County purchasing rules, regulations, methods and forms; Sample Specifications from the National Institute of Governmental Purchasing, Texas Comptroller/Public Accountants Model Purchasing Manual.

Skill in: communicating effectively, orally and in writing; dissemination of information; researching, reviewing and preparing product specifications; operation of computer and computer software; organizing and maintaining records; using basic office machines; understanding technical requirements and preparing accurate and complete specifications for required purchases; analyzing relevant factors involved in various bids and in making purchasing decisions objectively and impartially; establishing and maintaining effective working relationships with County officials, employees, vendors and the general public.

WORKING CONDITIONS

This position is inside the county offices in a normal office environment. It has frequent contact with the public. The noise level in this office is usually moderate. Standard ventilation and lighting conditions. Work requires organizing; prioritizing; accuracy; attention to detail; flexibility in order to perform and coordinate a variety of duties and adapt standard procedures to differing conditions; performing routine, repetitive duties; meeting frequent deadlines; occasional irregular and/or overtime hours; out-of-town travel to attend semi-annual purchasing seminars.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Navarro County for the position of Purchasing Agent and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description. I further understand my position is an FLSA non-exempt regular full-time position.

Employee's Signature

Date

October 2022



EQUAL OPPORTUNITY EMPLOYER: It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.