

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Central Store Coordinator/Senior Buyer  
**DEPARTMENT:** Purchasing Department  
**SLOT NUMBER:** 2069  
**REVISION DATE:** March 3, 2011

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**JOB SUMMARY:** The Central Store Coordinator works directly under the Assistant Purchasing Agent.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees the operation of the Central Store.
- Prepares inventory report of Central Store for the Purchasing Agent
- Operate the Central Store to provide certain commodities for in-house use by respective departments.
- Must be familiar with Central Store software, shipping/receiving, inventory procedures, reorder points and establishing purchasing procedures.
- Coordinates with the Receiving clerk and Inventory Clerk to ensure the delivery of merchandise.
- Manage inventory levels while ensuring supply availability.
- Order food commodities for the Law Enforcement Center, Community Action Agency, and Head Start Program and Head Start Program.
- Obtain weekly quotes for fresh produce.
- Place weekly orders for fresh produce from selected quote.
- Forward weekly produce quotes to accounts payable and departments.
- Prepare specifications on office equipment and furniture.
- As buyer coordinates with each department to ensure delivery of supplies.
- Maintains a filing system and follows upon receiving of goods.
- Acts as a receiver for a few departments with special needs.
- Provides information to the Purchasing Agent regarding status of merchandise that is to be delivered to the departments.
- When acting as a buyer performs any clerical duty associated with the shipping of merchandise.
- Review purchase requisitions and check for budget balances, determine lowest quote and award purchase orders as buyer.
- Researches and develops new supply sources and manages existing collaborate vendor relationships.
- Maintains appropriate documentation of purchase order file for auditing.
- Makes contact with cooperative purchasing boards and insurers county has necessary controls and court approvals for participation in such boards.
- Maintains an up to date list of cooperative purchasing Boards that have signed agreements for county participation.
- Prepares and executes purchase orders for goods, capital equipment, and services.

- Maintains appropriate documentation of purchase order files for auditing purposes.
- Interacts on routine schedule with users to insure that all purchasing policies and procedures are followed.
- Executes purchase orders for goods, capital equipment, and services under the instruction of the Purchasing Agent or Assistant Purchasing Agent.
- Order materials and supplies.
- Order items for purchasing department –Level I approval on the online system.
- Provides user training and education on Procurement system.
- Knowledge of New World System, Accounts Payable and Budgetary Accounting Programs.
- Researches and identifies qualified suppliers.
- Timely updating, accuracy, and integrity of purchasing records and data.
- Identify new suppliers in an effort to reduce costs and increase quality and service.
- Effective negotiation, communication, interpersonal, organizational, analytical and planning skill.
- Good mathematical aptitude and sound quantitative skills.
- Ability to observe research and actively listen to sources in order to interpret issues, concerns, goals, etc.
- Ability to effectively handle multiple projects on a timely basis; and work positively under pressure.
- Ability to maintain confidential information, problem-solve, and exercise sound judgment and discretion.
- Effective organization, planning, and time management skills with the ability to prioritize work.
- Prepares reports on a routine and ad-hoc basis to provide information regarding purchase order activities.
- Prepares payroll.
- Maintains department attendance record.
- Perform other duties assigned.
- Work overtime as required.

**QUALIFICATION STANDARDS:**

**Requires:**

- High School Diploma
- Read and write in English and Spanish
- Clerical Work Experience

**Preferred:**

- Associate Degree
- Bachelor's Degree
- College Hours in business related field
- Experience in Purchasing Department

**SKILLS AND ABILITIES:** Skills with computer systems and applications. Ability to communicate with the public, County Department Heads, Elected Officials, and employees. Skills with Facsimile Machine.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs ( food bags & boxes, files, and other small equipment or devices

**OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- Webb County Purchasing Code of Ethics.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:** Supervised directly by \_\_\_\_\_

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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