



Assistant Purchasing Agent

Purchasing

PUR/2
Pay Grade: 19

JOB SUMMARY

This position is responsible for assisting in directing and overseeing all county purchasing and procurement activities.

MAJOR DUTIES

- Assists in coordinating day-to-day office operations; coordinates work schedules related to leave and vacation.
- Analyzes bid quotes as needed to determine lowest responsible bidder; recommends awards.
- Verifies specifications to ensure compliance with department needs.
- Assists Buyers to obtain quotes as needed.
- Reviews purchase requests for accuracy; notifies departments of corrections needed.
- Prepares and executes purchase orders for goods, capital equipment and services.
- Processes emergency purchase requests.
- Maintains files and records.
- Interacts with department users to ensure compliance with policies and procedures and to resolve problems; trains personnel in county purchasing procedures.
- Performs the duties of the Purchasing Agent in his or her absence.
- Trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the purposes, principles, practices, and terminology employed in purchasing and procurement.
- Knowledge of professional techniques employed in field of purchasing and procurement.

- Knowledge of relevant local, state and federal laws.
- Knowledge of administrative management and planning.
- Knowledge of budget development and personnel policies.
- Knowledge of the preparation and interpretation of statistical, technical, and narrative reports.
- Knowledge of county department operations, organization, accountability and responsibility.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise financial and statistical reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Purchasing Agent assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Texas Government Code, federal purchasing procedures, the Webb County Purchasing Procedures Manual, and the Purchasing Department Code of Ethics. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of goods and services to be acquired contributes to the complexity of the position.
- The purpose of this position is to assist in managing the county's purchasing operations. Success in this position contributes to the efficiency and effectiveness of county operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, vendors, contractors, auditors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Central Stores Coordinator (1), Billing Analyst (1), Buyer (2), Fixed Asset Coordinator (1), Purchase Order Payable Coordinator (1), and Purchasing Assistant (3).

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- 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.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Must have a high school diploma or GED from an accredited institution.

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.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date