



POSITION TITLE: Senior Buyer – Purchasing and Contracting Department

Salary Range: \$80,611.00 - \$83,029.00 (based on experience)

The position assists with purchasing activities and operations which will include processing informal and formal bids, requests for proposals and qualifications, cooperative purchases, and creating agenda items for approval. This is accomplished by gathering input from departments; soliciting bids for goods and services; establishing and maintaining relationships with departments, vendors and the public; reviewing agreements; researching information and recommending processes; reconciling accounts; and maintaining records and documents. Other duties include analyzing and preparing data for presentations; assisting the Purchasing Coordinator with inventory and fixed asset tracking; assisting the Purchasing Coordinator with telephone administration (mobile/data/hardline); assisting Fleet/Inventory Coordinator with surplus disposal; preparing journal entries, ensuring adequate emergency processes and requirements; and assisting with performance management processes.

Essential Duties and Responsibilities

- Solicits formal and informal bids and requests for proposals and qualifications (RFPs and RFQs) by preparing and reviewing specifications, completing cost analyses; consulting with departments regarding procurement needs; providing recommendations for the best approach in acquiring necessary goods and/or services; attaching standard documents to complete the bid package; contacting prospective vendors; posting and advertising; conducting pre-bid and bid opening meetings; negotiating pricing; and recommending and preparing awards.
- Completes procurements by providing guidance to departments; recruiting small business, local and MWBE suppliers; responding to inquiries; conducting pre-bid meetings and site visits related to open bids; addressing vendor questions regarding projects and purchases; and developing and posting addendums in response to questions.
- Prepares agenda items by assembling award summaries; writing documents; attaching information and submitting cost analyses.
- Oversees credit card programs and contracts by issuing notices to departments; providing training and monitoring; ensuring vendor compliance;
- Ensures all requirements are met by reviewing vendor agreements and contracts; ensuring all agreements are signed; reviewing and preparing purchase orders for approval; and verifying insurance and bond requirements are met.
- Attend meetings as necessary
- Other duties as assigned

Education and Experience Requirements

- Bachelor's degree in business, finance, public administration or related field.
- Minimum of three years of progressively responsible experience in procurement, purchasing supplies, materials and equipment
- NIGP Certified Public Purchasing Buyer preferred
- The Purchasing Agent has the discretion to substitute any education and experience requirements.

Knowledge and Skill Requirements

- Must have strong work ethic
- Knowledge of all aspects of contract administration, including language, terms and conditions
- Knowledge of standard accounting and purchasing processes
- Knowledge of local, state and federal laws, policies and procedures regarding County procurement and of principles and practices of effective data collection and recordkeeping
- Skill in basic and applied math, including the simple operations of adding, subtracting, multiplication, division and basic statistical analysis and attention to detail in dealing with numbers, words, and ideas.
- Proficient in Office 365 (Word, Outlook, Excel, Teams, and PowerPoint)
- Ability to effectively communicate, both verbally and in writing, with co-workers, the public, and elected and appointed officials
- Ability to effectively prepare and present information, deliver presentations to groups and responding to questions.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness

Physical Demands

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 35 pounds.
- Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.

Please apply online via the Ellis County Website or through **Governmentjobs.com**

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