



JOB DESCRIPTION

Purchasing Coordinator

FLSA STATUS: Non-Exempt **GRADE:** 15
REPORTS TO: Director of Purchasing **DIVISION:** General
WORK LOCATION: New Braunfels
EFFECTIVE DATE: October 2025

SUMMARY

This position is primarily responsible for assisting the Director of Purchasing in carrying out purchasing activities including coordination with division and department managers to meet their procurement needs, developing procurement documents and related contracts, and ensuring compliance with applicable laws, regulations, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the administration of purchasing processes; preparation of procurement documents and specifications in coordination with divisions and departments; respond to internal and external inquiries; and review and evaluate proposal documents provided by other departments to ensure completeness and accuracy.
- Assist divisions and departments with guidance and research to identify the best procurement method, potential vendors to provide goods or services, and develop timeline for the procurement process. Maintain checklists to ensure all purchasing steps are completed and the project remains on track for successful completion.
- Post procurements to electronic procurement system and assist vendors as needed.
- Assist with conducting pre-proposal meetings and procurement closings.
- Perform data mining and analytics to determine spend levels, evaluation of potential aggregated procurements, and analyzes for potential price negotiation opportunities.
- Assist in coordinating and gathering data, information, and documents for GBRA assets to be sold or disposed of.
- As needed, conduct training sessions with divisions and departments as needed to educate managers and other GBRA employees on purchasing requirements and procedures.
- Ensure compliance with federal and state laws and regulations, including the Texas Water Code, Texas Government Code, and Local Government Code, as well as GBRA purchasing policies and procedures.
- Perform all tasks with the highest level of ethics and integrity.
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of purchasing laws and best practices in public procurement.
- Knowledge of standard purchasing procedures.
- Familiarity with accounting and business principles.
- Interpersonal and people skills with the ability to work independently or in a team environment.
- Time management and organizational skills, including the ability to manage competing priorities and meet deadlines.
- Ability to maintain high level of confidentiality.
- Ability to perform routine and non-routine work assignments accurately and on time.
- Skill in using electronic procurement systems, financial software applications, and Microsoft Office programs.
- Effective communication skills both orally and in written form.

EDUCATION/CERTIFICATIONS

Minimum qualifications:

- Bachelor's degree with major coursework in business administration, procurement, supply chain management, or a related field or equivalent years of related experience.
- Certification, or seeking certification, such as Certified Purchasing Professional, Certified Professional Public Buyer, Certified Purchasing Manager, or similar program is preferred.

EXPERIENCE

- Minimum of five years' experience in purchasing or supply chain activities with increasing levels of responsibility, preferably in a governmental environment.

MANAGERIAL RESPONSIBILITIES

No

PHYSICAL DEMANDS

The physical demands 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.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENTS

Employee Signature

Date

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.