

**WALKER COUNTY
PURCHASING AGENT**

SUMMARY OF POSITION:

The Walker County Purchasing Agent is appointed every two years by the Purchasing Board composed of the District Judges and County Judge (LGC 262.011). This position is responsible for the proper operation and management of the County Purchasing Department by ensuring all activities are conducted in compliance with laws, regulations, and best procurement practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Oversee and coordinate departmental operations including purchase order processing, bid and proposal coordination, fixed asset management, inventory, surplus auction, insurance claims and vehicle registration.**
- **Monitor and ensure the County's compliance with all federal, state and local statutes, local purchasing policy and regulations governing County purchasing.**
- **Consult with County departments and personnel regarding purchasing requirements and specifications including clarifying needs and discussing alternative best value options.**
- **Prepare Invitation for Bids, Requests for Proposals, Request for Qualifications, Requests for Quotes and Requests for Information.**
- **Oversee and coordinate bid/proposal process, evaluating responses received and providing recommendations in relation to the award of County contracts to the County Commissioner's Court as required, and administering contracts upon award.**
- **Review purchase requisitions and orders received from County departments; monitor the status of open purchase orders and resolve purchasing issues.**
- **Establish and administer procedures regarding the receipt, tagging, delivery, storage, and disposal of County assets.**
- **Oversee and coordinate the auction sale, reissue, and/or destruction of the County's surplus property.**
- **Process and prepare vehicle registration and renewals for all County-owned vehicles.**

Knowledge and Skills:

- Knowledge of regulations governing County purchasing activities.
- Knowledge of governmental procurement processes and procedures.
- Ability to ensure the County maintains compliance with all purchasing related regulatory requirements.
- Ability to consult and coordinate with County departments regarding purchasing requirements.
- Knowledge of coordinating bid/proposal processes and preparing documentation, specifications, and contracts.
- Ability to work with Microsoft Office applications.
- Must have the ability to learn computerized purchasing systems (Microsoft Dynamics).
- Excellent knowledge of business practices and English grammar.
- Ability to communicate clearly both orally and in writing and to maintain confidentiality.
- Ability to use office equipment and file alphabetically and numerically.
- Must have excellent organizational and customer service skills
- Must be able to work with co-workers, employees and management in a pleasant, professional manner.
- Ability to maintain good working relationships with other departments and supervisors.
- Must be able to work under pressure, produce accurate work and meet established deadlines.
- Must be mature, dependable, resourceful and able to work independently.

Education and Experience:

- Minimum 5 years' experience as buyer/purchasing officer in the public sector.
- Minimum 3 years of purchasing management experience in the public sector.
- Bachelor's degree in related field preferred.
- State of Texas or National procurement certification required.
- Complete 25 hours CPE every two years as required.

Certifications recognized:

- **Certified Texas Contract Manager (CTCM) from State of Texas**
- **Certified Professional Public Buyer (CPPB) from National Institute of Governmental Purchasing (NIGP)**
- **Certified Public Procurement Officer (CPPO) from National Institute of Governmental Purchasing (NIGP)**
- **Certified Purchasing Manager (CPM) from National Purchasing Institute (NPI)**

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. This position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, elected officials, and the general public. May be occasionally required to lift, carry, push, pull, or move objects weighing up to 20 lbs.

WORK ENVIRONMENT:

Work is primarily indoors in an air-conditioned, smoke free office. Continuous work at a computer keyboard. Work outside of the normal office (Monday-Friday 8am to 5pm) may be required to meet deadlines and accuracy requirements.

****Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

REVISION DATE 5/7/07, 5/5/16, 2/4/22, 5/25/23 & 5/13/26

DEPARTMENT: Walker County Purchasing