



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **PROCUREMENT ANALYST IV**  
Grade: 16

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs highly complex (senior-level) system support and implement technological strategies to ensure optimal performance; partners with internal and external customers to effectively accomplish business tasks; identify improvement areas; assists in developing and reviewing reports; develops software solutions to administer contracts, procurement, and purchasing activities; participates in analyzing, testing, implementing, managing applications, and services with Hidalgo County Purchasing department. Works under moderate supervision, with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Assists departments with selecting the best procurement method such as County Contract, Cooperative Contract, Exemption, Sole Source, or Open Market

Prepares RFBs, RFPs, and RFQs for procurement of goods and services and distributes to interested vendors conducts pre-bid/pre-proposal conferences & meetings (if applicable)

Prepares the scope of work, specifications and conditions for new contracts; prepares contracts

Gathers data and evaluates end user requirements

Introduces technology to allow for improved management tools that will allow for equal distribution of projects

Improves or creates programs that will improve efficiency by producing management reports that will allow for better decision making and monitoring

Installs revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements

Writes designs and compiles code and constructs database on documented design and analyzes information to determine and maintain parameters for software compatibility, application security needs

Identify and analyze problem areas and design and implement system improvements.

Analyze documents, files and reports related to work flow

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Prepare instructional material and train end users

Works under moderate supervision, with considerable latitude for the use of initiative and independent judgement

May plan and/or assign the work of others

Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

Graduation from an accredited four-year college or university with major coursework in computer science, computer engineering, software engineering, management information systems, information systems or related field

Five (5) or more years of experience in various RDBMS data sources including MS SQL Server, MySQL (2008 or higher), Oracle, etc.

Experience in high-level languages such as C#, C++, C, BASIC, COBOL, Java, or other

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

May require Certified Professional Public Buyer (CPPB)

May require Certified Public Procurement Officer (CPPO)

May require Microsoft Office Specialist Certification

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of local, state, federal purchasing procedures, procurement methods, and best practices

Knowledge of assigned commodities and products in the market, and of supply sources

Knowledge of principles of business administration and accounting

Advanced knowledge of database structure and theory

Skill in process improvement, problem solving, presenting technical information, keep a quality focus, database management, data maintenance, and operating systems

Ability to analyze complex information and develop plans, to interpret complex data, and analyze issues and develop approaches to resolve them

Ability to work under pressure and meet close deadlines

Ability to communicate effectively and to plan and/or assign the work of others

Must demonstrate excellent critical thinking, problem solving, and analytical skills as it relates to data identification and mapping

Must demonstrate excellent written and oral communication skills

Must pay attention to detail, maintain a system of record keeping

Must demonstrate proper interaction with elected officials, department heads, department staff, business organizations and the general public.

## **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations