



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **BUYER I**  
Grade: 07

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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 entry-level purchasing work; Work involves purchasing commodities, equipment, and services; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

- Requisitions and orders merchandise, supplies, and equipment
- Prepares, reviews, and tracks purchase orders
- Prepares and reviews bid specifications
- Reviews and codes bids to determine lowest and best bids
- Audits invoices and checks for accuracy, receipt of material, and compliance with purchase orders
- Distributes bid invitations to vendors
- Maintains files and records
- Process receipts of purchases
- Assists with emergency purchases
- Assists with determining operational minimum and maximum inventory levels
- Assists with negotiating settlement complaints
- Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

- One academic year from an accredited college or university
  - One (1) year experience in the procurement of goods and services
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Two (2) years of related experience may be substituted for one (1) year of education

## **CERTIFICATES, LICENSES AND REGISTRATION**

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 purchasing methods and procedures, of assigned commodities and products on the open market, of supply sources, and of the principles of accounting

Ability to evaluate bids, to develop methods and procedures for locating supply sources, and to maintain a system of record keeping

## **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