



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, PURCHASING DEPARTMENT**
Grade: 19

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

The Assistant Purchasing Agent performs a variety of administrative, technical, and supervisory work to support the management of the Department. Work involves highly technical and advanced purchasing work related to commodity or services purchased to include the use of an electronic purchasing system.

Assists the purchasing agent by providing a variety of purchasing, managerial budgeting and administrative support, technical operations and program support to County departments and to the Commissioners' Court.

Work may include the management of acquisition-related functions, including consolidation of requirements, planning, pre-scheduling, approving specifications, issuing purchase orders and establishing and maintaining awarded contracts. The Assistant Purchasing Agent is expected to use independent judgment within established policies and procedures regarding state statutes and county government policies and procedures, in order to complete assigned tasks.

EXAMPLES OF WORK PERFORMED:

Assists in the development and implementation of county wide purchasing policies and procedures to insure compliance with the Texas County Purchasing Act

Evaluates vendor proposals, reviews specifications and requirements and coordinates meetings between user departments and vendors as needed to discuss and resolve problems

Solicits or oversees the solicitation of bids, proposals, and statement of qualifications for services and products

Advertises and receives and reviews bids for goods and services, recommends bid awards and presents contract approvals items for Commissioners' Court

Maintains files of RFBs, RFPs, RFQs, and other procurement files

Reviews complex purchase requests to determine the most appropriate source and the most efficient method of acquisition

Assists the Purchasing Agent in the resolution of all purchasing related issues to insure efficient department operations and effective customer service

Assists the Purchasing agent in the personnel administration of the department

Assists the Purchasing Agent in the fiscal and financial management of the department.

Develops purchasing related business networks to increase and expand the purchasing capabilities of the county and to increase completion and cost savings

Performs the duties of the Purchasing Agent on a temporary basis as needed

Performs other related duties as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university in Public, Business Administration or related field

Eight (8) years of experience in government procurement (purchasing) of goods and services in a state, county, or other public agency

Six (6) years of direct managerial and supervisory experience

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

CERTIFICATES, LICENSES AND REGISTRATION

Must currently possess, or must be willing to attain the following certifications within 24- 36 months of employment:

- Certified Public Purchasing Buyer (CPPB)
- Certified Public Purchasing Officer (CPPO)
- Certified Purchasing Manager (CPM)
- Other pertinent industry certifications

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 the Texas County Purchasing Act.

Knowledge of governmental procurement processes.

Skill in using electronic procurement systems.

Skill in supervising and motivating employees.

Ability to analyze problems and implement solutions.

Ability to meet deadlines and complete assigned projects.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Ability to establish and maintain effective working relationship with other County employees, officials and the public

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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