



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DIRECTOR, PURCHASING DEPARTMENT**  
Grade: 21

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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 technical and advanced purchasing work in commodity buying and/or the supply activities of Hidalgo County Departments. Provides a variety of purchasing, managerial budgeting and administrative support, technical operations and program support for County departments and the Commissioners' Court. Work may involve supervising acquisition-related functions, including consolidation of requirements, planning, pre-scheduling, approving specifications, issuing orders and establishing and administering annual contracts. Plans, organizes, coordinates and supervises staff in writing specifications, preparing procurement documents and maintaining detailed record of items purchased, received, prepared and issued. Has extensive opportunity for independent judgment within established policies and procedures regarding state statutes and county government policies and procedures.

### **EXAMPLES OF WORK PERFORMED**

Carries out supervisory responsibilities in accordance with Hidalgo County policies and applicable laws

Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work, appraising performance, disciplining employees, addressing complaints and resolving problems

Ability to read analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations

Ability to write reports, business correspondence and procedure manuals

Ability to effectively present information and respond to questions from Elected Officials/Department Heads and the general public

Ability to read purchasing laws, other applicable laws, public documents and technical material on a vast variety of products, technical material on office equipment, policy letters, newspapers, vendor proposals, invoices, financial statements, personnel and civil service rules, safety material and other departmental correspondence and miscellaneous forms and records

Develops, implements and controls an effective automated purchasing system in compliance with all applicable regulations

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Develops and implements goals and objectives to maximize and use of all resources

Implements and maintains appropriate procedures for the County's purchasing and any other relevant laws or rules for Commissioner' Court resolutions

May develop standard specifications for bids, proposals, etc.

May prepare and revise specifications for bids, proposals, etc.

Maintains a variety of records including vendor lists, standardized bids specifications for recurring purchases and purchase order requests

Reviews requisitions for completeness and compliance with applicable requirements prior to the processing of invitations for bid; utilizes the qualified bidder's mailing list of assigned commodities and services

Advertises, receives and reviews bids for goods and services; recommends bid awards to Commissioners' Court; issues purchase orders and authorizes placement of orders

Makes recommendations for annual contract awards, oversees contract awards and suggests the addition of items to contracts

Plans for future services and budgetary needs of the department

Interviews, screens and selects applicants for employment and recommends promotions, salary increases, demotions and transfers of employees. Oversees the training of and evaluates all department employees

During the procurement process, interviews and evaluates vendors/bidders as prospective awardees

Oversees the maintenance of records of surplus assets. Files annual report of assets on hand and accounts for missing assets, as directed by the County Auditor's Office

Performs such other duties as required by law or assigned by the Commissioners' Court

## **EDUCATION AND EXPERIENCE**

Master's Degree in Public, Business Administration or related field

Ten (10) years of experience in the Purchasing and Procurement Field and eight (8) years of supervisory experience

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

## **CERTIFICATES, LICENSES AND REGISTRATION**

Professional certification by a recognized national purchasing association is preferred

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**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

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

Ability to develop and administer all aspects of a public procurement system

Knowledge of and familiarity with the Texas County Purchase Act

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

Ability to supervise and motivate others

Must be proficient in computer literacy

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