

# GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	Date Posted: February 20, 2019
<b>Position:</b>	Purchasing Agent
<b>Department:</b>	Purchasing Department
<b>Salary:</b>	\$75,000 - \$95,000 Annual
<b>Job Number:</b>	H9022001
<b>Duties:</b>	<ul style="list-style-type: none"><li>• This position performs professional purchasing of goods and services County wide in accordance with Local Government Code-Chapter 262 and other applicable laws and regulations. Performs supervisory and administrative work directing the County's purchasing program.</li></ul> <p><b><u>Essential Duties &amp; Responsibilities:</u></b></p> <ul style="list-style-type: none"><li>• Plans, develops, implements and maintains purchasing and distribution policies and procedures; oversees and participates in instruction regarding laws, rules, regulations, policies and procedures pertaining to purchasing and procurement.</li><li>• Prepares bid specifications and performance conditions to elicit competitive bids for a variety of commodities and services; reviews and evaluates vendor proposals; advises and confers with purchase evaluation committees; presents purchase and contracting recommendations to Commissioner's Court for approval.</li><li>• Coordinates committee to review annual insurance renewals and prepares committee recommendations for Commissioner's Court approval.</li><li>• Serves as a member of various committees studying purchasing projects and/or long range purchasing strategies. Attends meetings and provides input as necessary.</li><li>• Attends to purchasing duties as a team member in case of activation of the Emergency Operations Center.</li><li>• Conducts annual inventory of fixed assets in coordination with the Auditor's Office.</li><li>• Manages the issuance of office supplies and equipment to departments within the County.</li><li>• Administers County surplus and scrap disposal program.</li><li>• Prepares annual departmental budget and assists elected officials and department heads with budget proposals.</li><li>• Manages and coordinates the annual Holiday Lights project.</li></ul>
<b>Qualifications &amp; Requirements:</b>	Five to seven years of progressively responsible experience in purchasing, including supervisory experience. Bachelor's degree in business, marketing, public administration or related field. Must possess a valid driver's license. Certification as a Purchasing Manager preferred.
<b>Benefits</b>	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.