

**Comal County
Job Description**

Job Title: Assistant Director of Purchasing
Department: Purchasing
Employee Name:
Salary: E11
Location: Comal County
FLSA Status: Exempt
Approved Date:

Job Code Number:
DOT Code:
Employee ID:
Reports To: Director of Purchasing
Prepared By: Human Resources
Approved By: Commissioners' Court

SUMMARY

This position assists the Director of Purchasing in monitoring activities of the Purchasing Office, communicates with elected officials and department heads and other county staff and vendors to ensure that formal and informal purchases comply with the county's purchasing policies and all applicable laws. Includes assisting and monitoring non-contract purchases to ensure compliance with various rules and regulations. Observes the regulations of Texas Government Code, Texas Local Government Code and all other federal, state, and local laws governing purchasing activities. Maintains procurement records such as goods or services purchased, costs, delivery, product quality, performance and inventories. Review and maintain county's contract files and monitors for compliance and advises staff on contract obligations, renewals and/or other revisions and requirements.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Purchasing.

SUPERVISION EXERCISED

Supervises Clerk, Buyers, County Electrician and County Carpenter.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Reviews and assigns requisitions to Buyers and assists the Director of Purchasing in providing oversight of the county's purchasing process by providing leadership and direction for purchasing commodities/general services.
2. Maintains responsibility for coordinating meetings, conference calls, and e-mail communication with all parties involved in the procurement process and communicates effectively with county representatives and vendors during all phases of the purchasing cycle.
3. Develops formal bid/RFP specifications and ensure specifications are clearly stated and easily interpreted.
4. Ensures all federal, state, and local laws and regulations are followed.
5. Opens and presents formal bid specifications for approval of Commissioners' Court; makes award recommendations and executes same after approval; supervises bid conferences; analyzes bids and negotiates best/final offers derived from Request for Proposal (RFP's); prepares

purchase orders as applicable; attends and assists Director of Purchasing present information at annual Budget Hearings; makes recommendation regarding departmental requests; and prepares price analysis.

6. Manages the informal bid purchases; ensures specifications comply with all applicable polices/state laws; reviews daily purchases; monitors non-contract purchases to ensure compliance with various rules/regulations and the County's Purchasing Policy.
7. Monitors and authorizes purchases of the Purchasing Office (to include printing responsibilities); reviews monthly budget expense reports; develops and maintains current procedure manual for each position and instructs subordinate personnel regarding changes to each job manual; updates Purchasing Office policy and procedural manual.
8. Maintains procurement records such as items or services purchased, costs, delivery, product quality, or performance, and inventories.
9. Discuss defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
10. Works closely with the County Auditor's Office to assist with invoice or other accounting issues related to the Purchasing Office.
11. Monitors procurement records to ensure timely delivery of goods and services.
12. Assist Director of Purchasing in the control of fix assets (chairs, tables, computers, file cabinets, cars, trucks, equipment, etc.); Maintains supply and inventory storage areas.
13. Observes the regulations of Texas Government Code and Texas Local Government Code 262 governing purchasing activities; develops advantageous purchasing sources and formal bid specifications for all County departments; supervises the sale of unclaimed personal property and surplus County property; assists with presenting a yearly inventory report of all County personal property to the Purchasing Board and County Auditor. Regular and predictable attendance is an essential function of this position.
14. Assists Director of Purchasing in management of all procurement related contracts, including monitoring performance, contract changes, milestones, and providing guidance to elected officials and department heads on contractual issues.
15. Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements.
16. Other duties as assigned by Director of Purchasing.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

HS diploma or GED certificate required. Bachelor's degree in business administration or related field, plus at least (5) five years of experience in purchasing, including a minimum of (2) two years experience in public purchasing and (1) one year demonstrated supervisory experience; OR a Certified Professional Public Buyer (CPPB) or other nationally recognized procurement certification with a minimum of (5) five years experience in public procurement with (1) one year experience in a demonstrated supervisory experience and working knowledge of public purchasing laws and regulations, methods and procedures, purchasing sources, prices, market factors, product characteristics, general and technical specifications. Computer experience with automated purchasing programs required. Must have strong organizational skills and proven ability to maintain accurate detailed records. Must maintain a satisfactory motor vehicle record.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read, analyzes, and interprets 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 and respond from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Approval: _____
(Supervisor or Department Head)

Approval: _____
(Commissioner's Court)

Effective Date: _____

Revision History: _____

Acknowledgement of employee: _____
(Printed Last, First Name, MI)

Signature of employee: _____

ANNUAL REVIEW:

Date of Performance Review	Initials of Supervisor/Employee

