

COUNTY OF POTTER  
EMPLOYMENT OPPORTUNITIES

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

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**JOB TITLE: POTTER COUNTY PURCHASING AGENT**

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**JOB SUMMARY**

This position is responsible for the management of the Purchasing Department by ensuring all activities are conducted in compliance with laws, regulations, and best procurement practices as well as in accordance with County purchasing policies and County budget.

**JOB DUTIES AND RESPONSIBILITIES**

Purchasing Agent oversees all aspects of the Purchasing Department including but not limited to:

- Purchase or contract all equipment, supplies, materials and contractual services for the County.
- Provide operating departments with the goods and services they need in the right quality and quantity, on a timely basis, as efficiently as possible, and at the lowest overall cost.
- Encourage competitive bidding at all times.
- Conduct the Purchasing Department in such a way that bidders will be aware of the fairness of the awards, be encouraged to continue bidding, and furnish competition to assure the County the best value for the public dollars spent.
- Assume responsibility for the inspection of deliveries, although the using department may be delegated this responsibility, and subject those purchased articles to such tests as necessary to determine compliance with specifications. Reject all inferior or unsatisfactory articles.
- Consult with county departments regarding procurement needs and provide recommendations regarding the best approach in acquiring necessary goods and/or services.
- Know the source and availability of needed products and keep abreast of current developments in the field of purchasing, prices, market conditions, and new products. Investigate and analyze, for the benefit of the County, research done in the field of purchasing by other governmental agencies and private industry.
- Join with other governmental agencies in cooperative purchasing plans with the approval of the Commissioners' Court, when in the best interest of the County.
- Contract administration – ensuring the terms of the purchase agreements are enforced, goods and services delivered satisfactorily, and the bills are paid.
- Prepare formal bids with detailed specifications and requirements and requests for proposals for purchases over \$50,000.
- Oversee process of payables/receiving, matching receipts with purchase orders and forwarding to Auditing for payment.
- Keep a record of claims and incidents to insurance companies regarding liability and auto coverage and maintain all police records, purchase orders for repairs and follow-up on payments received from insurance companies for large claims.
- Oversee materials management for the County including preparing and tagging all equipment valued over \$1000 and all electronic equipment regardless of cost.
- Maintain titles, licenses and insurance on all vehicles and heavy equipment and maintain repair records and warranties.
- Coordinate movement of furniture and equipment, leased equipment and contracts and arranging for auction of surplus items including accounting for each item and to whom it was sold to.
- Submit all court forfeitures and donations to the Commissioners' Court for approval to add to fixed asset inventory.
- Works closely with other county departments in reconciling charge cards, budget preparations, building changes and remodeling, bidding procedures, inventory cost records for fuel costs.
- Keep records regarding underground storage tanks, leased equipment and boiler licensing.
- Responsible for equipment repairs and maintenance contracts and arrange for all telephones and systems changes and repairs.
- Provide purchasing assistance for CSCD for asset inventory control and Court of Appeals on formal bids over \$2000.
- Provide purchase and inventory control over special funds for District Attorney, County Attorney, County Clerk and Sheriff's Commissary (as requested).
- Provide interoffice mail delivery between all county departments
- Attend all Commissioners' Court meetings and supervise the Commissioners' Courts' contracting authority and ensure compliance with the County Purchasing Act.

- Prepare agenda items as needed for Commissioners' Court regarding equipment purchases over \$5000, repairs and replacement of old equipment, bid tabulations, award recommendations and request award of bids and proposals; report insurance losses, request permission to accept donations of assets, request major repairs and assist in the buying and selling of real property.
- Develop and administer departmental budget annually.
- Serve on various committees as assigned by Commissioners Court.
- Supervise staff in the purchasing department as they assist in providing the above duties.
- Must complete 25 hours of continuing education every 2 years.

## **QUALIFICATIONS**

Must have a working familiarity with computer applications such as spreadsheets, software used to compile statistical reports and common word processing programs. Should have strong organizational skills, as the position requires creation, custody, maintenance and supervision of all county equipment, purchasing records and related data. Should have knowledge of how to read architectural plans. Must be able to operate a vehicle and have valid driver license. Is required to commute between county facilities. Must have ability to communicate with employees, public, elected officials and department heads in a tactful and effective manner.

## **PHYSICAL DEMANDS**

Including but not limited to: sitting, driving a vehicle, lifting up to 50lbs, carrying, pulling, pushing, reaching, standing, stooping, walking, talking, typing, bending, climbing, kneeling and filing.

## **EDUCATION AND EXPERIENCE**

A Bachelor's Degree in public administration, business administration or related field is preferred. Must have experience writing bid specifications. Negotiation skills and a good understanding of accounting practices are required. A Certified Professional in Supply Management certification from the National Association of Purchasing Management / Institute for Supply Management, and 5 years Governmental purchasing experience is preferred.

**STARTING SALARY:** \$86,000 – \$94,500 Annually Depending on Experience

**FLSA STATUS:** Exempt

**APPLICATIONS AND RESUMES MAY BE SUBMITTED TO  
POTTER COUNTY HUMAN RESOURCES DEPARTMENT AT  
[human-resources@co.potter.tx.us](mailto:human-resources@co.potter.tx.us)**

**OR**

**THEY MAY BE MAILED OR DELIVERED IN PERSON TO  
900 S. POLK, SUITE 705, AMARILLO TX 79101  
806-349-4831**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

A BACKGROUND INVESTIGATION, INCLUDING REVIEW OF ANY CRIMINAL HISTORY INFORMATION, MAY BE CONDUCTED AS ALLOWED BY LAW.

**POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**