



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**CONTRACT SPECIALIST/ADMINISTRATIVE ASSISTANT
ECTOR COUNTY INFORMATION TECHNOLOGY DEPARTMENT**

I.T. Contract Specialist/Administrative Assistant will be focused on renewal, review, and redline of any Information Technology agreements. The position requires a strong background and experience in services and contracts. This position will require administrative duties as assigned.

PRIMARY DUTIES: Assist the Director of Information Technology in all areas by performing administrative and clerical duties. Assist in the preparation, management, requisition, and balance of the I.T. Budget. Responsible for compliance with the budget once approved. Coordinate with the Auditor's Office and the Purchasing Department for compliance of all Purchase Orders and Requisitions throughout the fiscal year. Prepare all correspondence, including memos, Commissioner's Court agenda items, and vendor agreements. Prepare time sheets for review. Maintain appointment calendar for the Director of I.T. Review contracts for errors once terms have been negotiated by the I.T. Director. Work with vendors to ensure that key processes are running efficiently and cost-effectively and monitor all annual increases.

MINIMUM QUALIFICATIONS: High School or GED certification; some college coursework preferred; exceptional knowledge of desktop computer, to include Office suite and must have a valid Texas driver's license with an insurable driving record.

SALARY: DOE (Depending on experience) with benefits, workdays & hours: Monday-Friday, 7:45am—5:00pm

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at the Ector County Annex Building, 1010 E. Eighth, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

10/01/18

Job #