The Ector County Purchasing Department is in need of a Full-Time Assistant Purchasing Agent. The Assistant Purchasing Agent is under the direct supervision of the Purchasing Agent.

**PRIMARY DUTIES:** The Assistant Purchasing Agent will assist staff employees, department heads and elected officials in a professional, cordial manner. The Assistant Purchasing Agent manages high value/high importance contracts as required to ensure that Ector County meets its contractual obligations to its vendors. The Assistant Purchasing Agent will also serve as a liaison for department heads, multiple outside agencies, and other county staff as required. The Assistant Purchasing Agent may represent the Purchasing Agent in his/her absence. The Assistant Purchasing Agent will purchase goods and services; manage contracts; processes Master Service Agreements/Insurance. The Assistant Purchasing Agent will assist in the training and supervision of departmental staff. The Assistant Purchasing Agent must also assist with the management of Fixed Asset Records, the Annual Departmental Inventories, and manages the Purchasing Card Program. The Assistant Purchasing Agent will assist with auctioning of surplus assets, mailroom functions, vendor applications and policy compliance. A detailed job description can be found in the Human Resources Department.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent with five (5) years procurement experience. Associates Degree in Business Administration or closely related field of study may substitute for three (3) years of experience. Knowledge and experience in procurement of goods and services, or contract management, and general office operations. Experience with scheduling and planning workload. Must be able to type 40-45 WPM. Ten-key and data entry experience and proficiency with Microsoft Office. Valid Texas Driver’s License with an insurable driving record.

**SALARY:** DOE w/ excellent benefits. Work days and hours are Monday-Friday, 8:00am-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. 8th Street, 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’s Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.