

# **Job Description: PURCHASING DIRECTOR**

**CLASS NO.** 102

**EEOC CATEGORY:** Officials and Administrators

**PAY GROUP:** 22

**FLSA:** Exempt

## **SUMMARY OF POSITION**

Generate all purchase orders for each department using the Net Data financial software. Maintain a close watch over budget balances on individual line items for each department and notify them of these balances. Order all office supplies and technology supplies, equipment and furniture throughout the county using a bid system. Process journal entries for stock items issued from the purchasing department. Prepare accounts payable request for all purchases made through this department by compiling purchase orders, invoices and requisitions. Make reservations, registrations, airline arrangements and on-line purchases with county issued credit card.

## **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Judge.
2. Directs: Purchasing Staff.
3. Other: Has contact with outside vendors, vendor representatives, customer service departments and accounting departments for county wide purchases. Have daily contact with each county department pertaining to purchase orders and budgets. Has additional contact with County Auditor, County Judge and County Treasurer's offices regarding budgets and financial issues.

## **EXAMPLES OF WORK**

### **Essential Duties\***

Responsible for processing every purchase order issued for the county. Monitor budget amounts while generating purchase orders and notify departments of their current balances and budget amendments needed. Keep a record of each purchase order in the purchasing office to prohibit the possibility of duplicate payments. Issue end of the year Outstanding Purchase Order reports to each department for viewing and processing. Have contact with all county vendors regarding accounts payable.

Use the Net Data financial program designed for counties to assist in accounting, budgeting and payroll.

Processes all office supplies, technology supplies, equipment and furniture orders requested from all county departments through a bid system. Responsible for preparing request for payments for all purchases made within this department.

Responsible for county issued credit cards to make reservations, airline arrangements, registrations and on-line and in store purchases.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.

## **CLASS NO. 102 (Continued)**

Supervise, assign and evaluate work of department personnel.

Attend meetings and training seminars necessary in enhancing the purchasing department.

### Other Important Duties\*

Assist each department in budget balances, journal entries, and purchases within their departments.  
Assist departments with request for payments.

Supervise county personnel and insure proper demeanor with other county employees, vendors, and the general public.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: basic accounting practices and procedures; standard office management procedures; computerized accounting system.

Skills/Ability to: train, supervise and motivate staff; operate standard office equipment including typewriter, calculator, computer, use Net Data software, Microsoft Excel and Microsoft Word; process purchase orders, request for payments and journal entries efficiently; establish and maintain effective relationship with staff, county employees and officials, outside vendors and the general public.

## **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduate, or its equivalent, plus at least five years of work experience in accounting and purchasing

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

## **CERTIFICATES AND LICENSES REQUIRED**

Member of Texas County Purchasing Association  
Continue education by attending purchasing seminars and conferences

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8/2012