Job Description: BUYER 2 (PURCHASING)

CLASS NO: 115 **EEOC CATEGORY:** Office and Administrators

PAY GROUP: 22 **FLSA:** Nonexempt

SUMMARY OF POSITION

Performs a variety of statutory compliance duties with minimal supervision allowing moderate latitude for independent judgment and action. Generate purchase orders for department using the County financial software. Maintain a close watch over budget balances on individual line items for departments and notify them of these balances. Order office supplies and technology supplies, equipment and furniture throughout the county. 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 credit cards issued to department heads/departments by the county.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Purchasing Agent

2. Directs: This is a non-supervisory position

3. Other: Maintain a high level of professionalism and an effective working relationship with county employees, officials, private vendors and the general public.

EXAMPLES OF WORK

Essential Duties*

Interprets policies, rules, codes or regulations to ensure statutory compliance.

Assists in the development of moderately complex solicitations and contracts by identifying necessary terms, conditions, and specifications.

Composes, types, edits, and prepares various final documents, including letters, requisitions, memorandum, reports, forms, and training materials.

Maintains and is the administrator of P-Card program for the County.

Maintain and assist Purchasing Agent in complying with H.B. 1295 regulations and filing necessary documents with the Texas Ethics Commission.

Perform activities involved in procuring supplies, material and equipment in accordance with standardized office and purchasing procedures of the County.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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Process requisitions received from individual departments, obtain quotes, prepare purchase orders, place orders, ensure proper product on delivery.

Responsible for credit cards issued to department heads/departments by the county, to make reservations, airline arrangements, registrations and on-line and in store purchases.

Other Important Duties*

Performs other job-related duties as directed.

Will be responsible for maintaining and filing all W-9 form for all new vendors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: methods and procedures involved in the purchase of equipment, materials, and/or supplies; record keeping procedures; sources of supply, markets and price trends, and the various grades and qualities of a wide variety of materials, supplies, and equipment; basic practices of governmental accounting; Texas Local Government Code; such as, but not limited to H.B. 1295

Skills/Ability Operate standard office equipment including typewriter, calculator, computer, use County financial software, Microsoft Excel and Microsoft Word; process purchase orders, request for payments and journal entries efficiently.

ACCEPTABLE Education & Experience:

Bachelor's Degree in Business Administration preferred or three years of increasingly responsible experience in Procurement or Business Administration to which includes complex billing, contract issues and dealing with multiple outside agencies. Applicants who do not meet the above education requirement may substitute additional experience as described above.

CERTIFICATES AND LICENSES REQUIRED

May be some future certifications needed.