

HIDALGO COUNTY PURCHASING DEPARTMENT

PROCUREMENT SPECIALIST II

GENERAL DESCRIPTION

Performs routine (journey-level) purchasing and procurement work. Obtains product and services for Hidalgo County by evaluating department requisitions and vendor quotes to determine the most desirable suppliers. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Assures all purchases comply with State Statutes and with County Purchasing Policies and Procedures.

EXAMPLES OF WORK PERFORMED

Analyzes department requisitions & vendor quotes to determine which vendor has provided their products & services at a best value for the county

Assures that commodity expenditures comply with state statutes and county policies regarding competitive bidding

Assists departments with selecting the best procurement method such as County Contract, Cooperative Contract, Exemption, Sole Source, or Open Market

Confirms price verification between vendor quotes and cooperative contract pricing

Maintains an efficient review and approval process of all requisitions in order to meet the product & service demands of all county departments

Creates and submits agendas to Commissioners Court for department equipment lease & rental agreements and for purchases exceeding statutory purchasing limits

Maintains an organized, physical and electronic filing system of all procurement documentation

Assists Buyers and Contract Managers with existing county contracts to ensure accurate bid specifications

Assist Department Clerks & Accounts Payable Auditors with resolving invoice discrepancies to ensure prompt payment for all purchase orders issued

Assists with emergency purchases

Assists with determining operational minimum and maximum inventory levels

Assists with negotiating settlement complaints and resolving disputes

Assists in monitoring legal and regulatory requirements pertaining to purchasing and procurement

Attends interdepartmental planning & training meetings to maintain knowledge of all Policy & Procedural changes and updates

Performs all other duties related to the operation of the Purchasing Department as assigned or as required and assists Immediate Supervisor with all duties assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from an accredited four-year college or university with major coursework in business, public administration or a related field is generally preferred

Bachelor's degree or equivalent in a business related field

Minimum of four (4) years experience in related field

Four (4) years experience maybe substituted for two (2) years of education

Certificates, Licenses, & Registrations

May require certification as a Certified Texas Purchaser (CTP) or Certified Texas Purchasing Manager (CTPM)

Knowledge, Skills, & Abilities

Knowledge of purchasing and procurement methods and procedures, of state procurement principles and practices, of assigned commodities and products on the open market, of supply sources, and of the principles of business administration and accounting

Skill in problem solving and in the use of a computer and applicable software

Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of record keeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively

Proper Interaction with Elected Officials, Department Heads, Department Staff and/or Private Business Organizations and the general public

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- ability to handle high-pressure situations
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- daily, high-volume work loads
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

