

WILLIAMSON COUNTY SUN

PO Box 39
GEORGETOWN, TX 78627
Phone 512-930-4824

March 11, 2022
Invoice/Statement #45160

Williamson County Purchasing Dept.
Employment Display Ad
Purchasing Specialist III
Run Date: March 6, & March 9, 2022
Advertising Cost: \$587.25

Payment is due by, April 20, 2022, 5pm. Please call to make a credit card payment. Or make your check payable to Williamson County Sun.

Thank you for your business.

Dawn Steele
The Williamson County Sun
circ@wilcosun.com
512-930-4824

APPROVED

By Kerstin Hancock at 2:14 pm, Mar 30, 2022

01.0100.0494.004311 \$587.25



Purchasing Specialist III

Full-Time - \$22.49 - \$26.22 Hourly

JOB SUMMARY

Reporting directly to the Deputy Purchasing Agent, responsible for intermediate purchasing duties, with buyer responsibilities, by assisting county department and external vendors through the purchasing cycle, to objectively and legally procure goods and services. Level III of III in Purchasing Specialist function.

EXAMPLES OF WORK PERFORMED

- Creates, approves, audits and files purchase orders and requisitions, as assigned
- Provides administrative support to the Purchasing department staff, utilizing MS Office Suite, and various Purchasing software programs
- Assists with preparation, administration, and evaluation of bids, proposals and contracts, makes any necessary recommendations and maintains bid files, per policy
- Assures that anticipated expenditures are legal and properly authorized prior to encumbering funds and best value is achieved for purchases.
- Manages financial risk in a manner that places the county in the best position possible through contract clause development
- Provides strategic input as it relates to the procurement process
- Analyzes high volume materials and services to determine the best sourcing strategy between independent bid and cooperative purchasing methods
- Answers/routes telephone calls and assists with walk in visitors
- Performs special projects, and other duties as assigned
- Readily complies with departmental and county-wide policies and procedures
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position

ORGANIZATION RELATIONSHIPS

- Reports directly to – Deputy Purchasing Agent
- Direct Reports – No

PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, reaching, walking, twisting, bending, repetitive motions, and standing
- Position involves occasional lifting and carrying of up to twenty-five (25) pounds and exertion of up to twenty-five (25) pounds of force to move objects

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment
- Frequent communication with external vendors, the general public and county personnel, including occasional travel between sites

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Four (4) years of full-time experience in a Purchasing role as a Buyer or Purchasing Agent, where daily purchasing was the primary job duty
- Excellent interpersonal, oral and written communication skills
- Strong organizational skills and proven ability to maintain accurate, detailed records
- Able to work under pressure in a high-volume office to meet departmental deadlines
- Maintain a satisfactory motor vehicle record

LICENSES AND CERTIFICATIONS

- Required within thirty (30) days of employment
- Valid driver's license

PREFERRED QUALIFICATIONS

- Associates degree or higher in Business Administration, Accounting, Finance, Procurement, Public Administration or related field
- Experience with Oracle or other ERP purchasing systems
- Professional work experience in Contract Administration, Procurement or Business Administration to include complex contract issues and dealing with multiple outside agencies
- Four (4) years full-time experience with Windows, Microsoft Word, Excel, PowerPoint, Access, 10 key calculator by touch, fax and copy machines
- Experience with the daily application of public purchasing statutes within the Texas Local Government Code and / or Texas Government Code.
- Experience with conducting the complete purchasing cycle—including RFQs (Requests for Qualifications) and RFPs (Requests for Proposals).
- Experience managing multiple short-term projects and meeting required deadlines.
- Certification from an accredited National Purchasing Association.
- Data entry efficiency at a minimum of 55 wpm

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A IRREGULAR HOURS
- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- Non-Essential personnel for emergency situations; discretion of department director

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment. SUPPLEMENTAL INFORMATION A Williamson County online application (resumes alone are not sufficient) must be received before the position is closed. Positions are open until filled, subject to close at any time after five business days. The Human Resources Department is located at 301 South/East Inner Loop, Suite 108, Georgetown, TX 78626. Phone (512) 943-1533 or visit our website at www.wilco.org. Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.



Purchasing Specialist II

Full-Time - \$20.37 - \$22.13 Hourly

JOB SUMMARY

Reporting directly to a Senior Purchasing Coordinator, responsible for intermediate purchasing duties, with buyer responsibilities, and providing administrative and front desk support for the Purchasing Department. Level II of III in Purchasing Specialist function.

EXAMPLES OF WORK PERFORMED

- Performs front desk duties such as providing courteously answering /routing telephone calls, assisting walk-in visitors by greeting and directing them
- Creates, approves, audits and files purchase orders and requisitions, as assigned
- Provides administrative support to the Purchasing department staff, utilizing MS Office Suite, and various Purchasing software programs
- Assists with preparation and administration of the county bid process
- Performs internal audits of department bid files to ensure compliance
- Assures that anticipated expenditures are legal and properly authorized prior to encumbering funds and best value is achieved for purchases
- Works with selected vendor/contractor to aid their understanding of the purchasing requirements for local governmental entities
- Responsible for disposition of surplus property during transfer, auction, and sale processes
- Analyzes high volume materials and services to determine the best sourcing strategy between independent bid and cooperative purchasing methods
- Assists with the administration of county Procurement Cards
- Under general supervision, may perform varied and specialized capital assets inventory control work
- Reviews purchasing-related forms and documentation for completeness works with County personnel to obtain needed information assigns applicable codes, and sorts forms to be entered to database
- Assists Auditors Office in asset management by assembling documents and generating reports regarding the records maintained
- Performs training, testing and support of various Purchasing software programs
- Performs special projects and other duties as assigned
- Attends meetings, conferences, and trainings, to remain current on professional techniques and principles
- Readily complies with departmental and county-wide policies and procedures
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position

ORGANIZATION RELATIONSHIPS

- Reports directly to – Sr. Purchasing Coordinator Support
- Direct Reports – No

PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, reaching, walking, twisting, bending, repetitive motions, and standing
- Position involves occasional lifting and carrying of up to twenty-five (25) pounds and exertion of up to twenty-five (25) pounds of force to move objects

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment
- Frequent communication with external vendors, the general public and county personnel, including occasional travel between sites

The above statements are intended to describe the general nature and level of work being performed by

individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent
- Three (3) years of full-time experience, or a combination of education and experience, in a Purchasing role as a Buyer or Purchasing Agent, where daily purchasing was the primary job duty
- Strong organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically
- Excellent interpersonal, oral and written communication skills
- Able to work under pressure in a high-volume office, produce accurate work and meet established deadlines
- Dependable, resourceful, able to work independently and to maintain strict confidentiality
- Working knowledge of specific job-related technology (i.e. Oracle, ERP)
- Maintain a satisfactory Motor Vehicle Record

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid driver's license

Preferred

- CPPB or similar certification from a National Purchasing Association, or willing to obtain such certification as soon as eligible

PREFERRED QUALIFICATIONS

- Associates degree or higher in Business Administration Accounting, Finance, Procurement, or related field
- One (1) year full-time experience in Public Purchasing (preferably within a city, county, or state government)
- Three (3) years of full-time experience with Windows, Microsoft Word, Excel, Power Point, 10 key calculators by touch, fax and copy machines
- Knowledge of Texas Local Government Code, Texas Government Code, or related Public Purchasing statutes
- Experience with Oracle or other ERP purchasing systems
- Experience with Bonfire or similar electronic bidding software
- Experience with P-Card Platform "Smart Data Online (SDOL)"
- Experienced in providing friendly and professional front desk/window customer service
- Data entry efficiency at a minimum of 5 wpm

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: No
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A

IRREGULAR HOURS

- Work outside of normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- May be deemed essential personnel in the event of an emergency

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes, and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

SUPPLEMENTAL INFORMATION

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Re-employment Rights Act (USERRA). If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.