



HAYS COUNTY JOB POSTING

Job Title	Purchasing Specialist	Job Number	606-0016-083121
Department Head	Hays County Auditor	Date Open	September 31, 2021
Salary Range Minimum	\$3,013.67 Monthly	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County Website – www.hayscountytexas.com
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

- High School diploma or equivalent.
- Three years full time purchasing experience
- Experience in government public purchasing preferred.

Other Qualifications, Certificates, Licenses, Registrations

- None

Responsibilities

- Performs general office support and clerical work for the Purchasing Department such as answering, screening and directing telephone calls.
- Types standard forms, letters and other material from rough draft.
- Sorts and maintains files consisting of correspondence, reports, purchase orders, vendor files, quotes and contracts.
- Delivers written materials and supplies to various locations and departments.
- Examines letters, forms, documents or reports for accuracy and reports discrepancies to supervisor; maintains departmental accounts, records and files.
- Receives and processes requisitions, ensures availability of funds and receipt of best price, ensure purchase is in accordance with County Purchasing Policy and Purchasing laws, and generates purchase orders.
- Assists with researching and writing specifications describing product requirements.
- Prepares purchase orders and all supporting documents for purchases less than \$50,000.
- Verifies receipt and documentation of items ordered; coordinates shipment and delivery schedules.
- Maintains awareness of budgetary guidelines to assure fund availability.
- Notifies department of insufficient budget funds during the requisition process.
- Makes recommendations to county departments regarding purchases; assists county employees by maintaining knowledge of a broad range of products, services and vendors; and coordinates between users and suppliers on delivery, quality, pricing, and related issues.
- Composes and types correspondence regarding vendor, pricing and purchasing issues.
- Orders office supplies and printed items for county departments on a weekly basis and coordinates delivery of supplies upon arrival.
- Assists with formal bid openings and proposal processes as needed.
- Solicits informal bids and quotes for goods and services less than \$50,000; coordinates with supervisor to determine best source and value for item requisitioned.
- Assists in the monitoring of current contracts to ensure terms, billing and service are in compliance with original agreements and corrects problems as needed.
- Assures the services delivered by the purchasing department are met in timely matter.
- Verifies and monitors compliance with county purchasing policy and purchasing laws and regulations.
- Enters data into Countywide financial and purchasing system.
- Operates standard office equipment.
- Runs monthly reports on open purchase orders; researches outstanding purchase orders and checks with the department/Accounts Payable on the status of the purchase.
- Schedules appointments and keeps calendars.
- Maintains and assists in the managing of the county wide copier contracts.
- Maintains files and assists in the managing of the commercial and county wide credit cards and authorized users.
- Maintains files and records and assists in the managing of the county-wide cell phone contracts and upgrades. Assists the departments with cancellation and telephone work orders concerning any telephone service.
- Assists with the annual inventory and auction.
- Maintains purchasing related records.
- Performs other related duties as may be necessary.

Summary

Under general supervision, the Purchasing Specialist performs administrative work in support of the County's purchasing process. The work involves treating a variety of unusual conditions, problems, situations or questions in conformance with established criteria. The Purchasing Specialist assists County departments with purchases and ensures the requisition and purchase process complies with State law and County purchasing policies. This position performs technical support services for the Hays County Purchasing Department. This employee's work involves assessing effectiveness or investigating or analyzing a variety of unusual circumstances. This position affects the economic well being of Hays County.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.