



County of Galveston

Classification Title: Purchasing Agent
Department: Purchasing
Reports To: Purchasing Board consisting of three (3) State District Judges, one (1) County Judge, and (1) County Commissioner

Pay Grade: _____ **Date Created:** _____ **Approved by:** _____

Pay Step: _____ **Date Revised:** _____ **Approved by:** _____

FLSA Status: Exempt Non-Exempt

Position Summary: Under the direction of the Purchasing Board, the Purchasing Agent is an appointed position responsible for directing all administrative and management aspects of the procurement function for the County. As an independent official, the Purchasing Agent is a part of the “checks and balances” system established by the State legislature.

Essential Functions

- Directs all aspects of the procurement of all required supplies, materials, contracted repairs to property used by the County except those required by law to be competitively bid as mandated by the Texas Local Government Code.
- Supervises and develops comprehensive and strategic proposals for all purchases made on a competitive bid including construction, professional services, term contracts, service agreements, etc., and verifies that all purchased supplies, materials, and equipment are delivered to the proper County departments.
- Provides general oversight and administration of the County’s Purchasing Policies & Procedures in accordance with Federal, State, and Local laws and advises and educates departments of procurement guidelines and insuring compliance.
- Develops purchasing policies and procedures to optimize expenditure of County funds.
- Presents purchase and contracting recommendations to the Commissioners’ Court for consideration and serves as a member of various committees involving County projects and/or long range capital improvement programs as they relate to public procurement policies and procedures.

- Participates in activities and duties related to Emergency Management response during local states of disaster.
- Maintains, coordinates, and provides oversight of emergency agreements and procedures with vendors and other governmental entities for disaster preparedness.
- Manages the County's fixed asset reporting process to assure that the annual inventory of all property belonging to the County is comprehensive, accurate, and reflective of current value. Annually prepares and files with the County Auditor and each member of the Board, an inventory of all property belonging to the County.
- Directs all aspects of the process for the disposal or re-distribution of County surplus, salvage, and obsolete property.
- Consults and meets with Elected and Appointed officials and their assistants to assist them with purchasing needs, bid evaluations, policy and procedure explanation, and vendor compliance issues.
- Verifies all necessary insurance requirements prior to contract awards. Manages sole source, emergency purchases, and exemption process prior to presentation to the Commissioners' Court for consideration.
- Prepares support documentation and communicates to suppliers, the County's procurement process to insure a fair and competitive market place. Manages and mitigates bid protests and vendor de-briefings.
- Develops and is responsible for the administration of the Purchasing Department's annual budget.
- Presents purchase and contracting recommendations to the Commissioners' Court for consideration of award.
- Performs contract administration functions such as resolution of contract performance issues and vendor compliance.
- Directs all aspects of the County's Procurement Card (P-Card) program including monitoring and reporting functions.
- Coordinates with department heads and employees to provide purchasing and related budget information.
- Researches, tests, and selects products for purchase and determines method of procurement.
- Discusses defective or unacceptable goods and services with inspection and quality control personnel to determine source of trouble and take corrective action.
- Approves invoices for extension and receipt of merchandise, supplies, or services.
- Performs other related duties as assigned by the Purchasing Board.
- Comprehensive knowledge of the purposes, principles, terminology, and practices employed in purchasing and procurement

Required Knowledge and Skills

- Comprehensive knowledge of legislation, current problems, and professional literature related to purchasing and procurement.
- Comprehensive knowledge of advanced professional techniques in the fields of purchasing and procurement.
- Comprehensive knowledge of local and state law, procedures, and policies as they relate to the mission of the department and the county as a whole.
- Comprehensive knowledge of administrative planning, management, and supervision as it applies to the position.
- Comprehensive knowledge of large-scale government billing, budget development, personnel policies, and purchasing procedures.
- Comprehensive knowledge of the preparation and interpretation of fiscal, statistical, technical, and narrative reports regarding department activities.
- Comprehensive knowledge of State and Federal grant requirements, including those from the Federal Emergency Management Agency (FEMA) relative to procurement using State and Federal funds.
- Thorough knowledge of Galveston County government, geography, economics, demographics, society, goals, politics, policies, and procedures.
- Thorough knowledge of county department operations, organization, needs, accountability, and responsibility.
- Knowledge of marketplace trends and conditions.
- Ability to analyze recent problems, assess future problems, and formulate complex action plans to facilitate resolution of said problems.
- Skill in performing complex mathematical calculations.
- Physical condition commensurate with the demands of the position.

Physical Demands and Working Conditions

The work is typically performed while sitting, standing, stooping, or walking. The employee may occasionally lift light objects. The work is performed in a standard office environment.

Supervisory Responsibility

As a function of coordinating the daily operation of the department, this position exercises direct supervision over the Assistant Purchasing Agent, (1) Office Coordinator/P-Card Administrator, (1) Contract Administrator (1), Fixed Asset Manager (1), and functional supervision over all Buyers and Administrative Assistants. Maintains training of staff to insure current trends and accepted procedures are relevant. Approves the selection of new employees, employee transfers, promotions, discipline, discharging, and salary increases for procurement staff.

Minimum Qualifications

- Acquired certification status of a Certified Professional Public Buyer (CPPB), or Certified Professional Public Officer (CPPO) or, Certified Purchasing Manager (CPM), or equivalent from a nationally recognized professional procurement organization or university.
- Ten (10) years of experience in a public/governmental purchasing operation; five (5) years in a supervisory management position.
- Must be able to complete at a minimum, 25 hours in courses related to the duties of the County Purchasing Agent during each two (2) year term in office.
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.