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|--------------------|----------------------------------------|---------------------|-----------------------|
| <b>Job Title:</b>  | Purchasing Admin. Assistant            | <b>Salary:</b>      | \$45,000.00           |
| <b>Department:</b> | Purchasing                             | <b>FLSA Status:</b> | Non-Exempt            |
| <b>Location:</b>   | 110 S. Main St.,<br>Lockhart, TX 78644 | <b>Prepared by:</b> | Purchasing Department |

\*Applications will be accepted until the position is filled.

\* Please return job application to Caldwell County Human Resources, 1<sup>st</sup> floor Caldwell County Courthouse, or you can email a PDF version to [kristianna.ortiz@co.caldwell.tx.us](mailto:kristianna.ortiz@co.caldwell.tx.us). Address: 110 S. Main Street, Lockhart, TX, 78644 & Phone: 512-359-4662

### **SUMMARY**

A Purchasing Administrative Assistant is responsible for supporting business operations by ordering products or materials that agree with their employer's brand. Their duties include maintaining relationships with suppliers, vendors, wholesalers, and county employee's placing order for products based on current inventory needs and tracking shipments from manufacturing locations to Caldwell County Departments.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Caldwell County Auditor

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the procurement of supplies, materials, and contract repairs to property owned and used by the County.
- Verifies that all purchased supplies, materials, and equipment are delivered to the proper County departments.
- Assists the County Auditor in providing general oversight and administration of the County's purchasing policies and procedures; advice departments concerning procurement guidelines.
- Performing vendor research and selection to enhance profitability, reducing operation cost, and boosting efficiency.
- Maintaining cordial working relationships with vendors and supervising vendors activities.
- Using quarterly and annual data to determine purchasing needs and performing inventory management.
- Managing purchasing orders, overseeing shipping schedules and maintaining purchasing records.
- Consults and meets with elected and appointed officials and their assistants to assist with purchasing needs.
- Maintains current vendor files, communicates with vendors, and schedules and conducts meetings with vendors as necessary; prepares various correspondence and reports in response to requests for vendors.
- Assists with outgoing bids including assembly and mail out of bid packages and assists with compiling data into the bid worksheets; maintains communications with bidders as necessary.

- Calculates invoices and required and assists with the management of fixed assets.
- Attends and participate in a variety of meetings, seminars, and conferences; states abreast of trends, developments, and legislative changes impacting the field of purchasing. Joins other governmental agencies in County purchasing plans when in the best interest of the County, with approval of Commissioners Court.
- Monitors and ensures the County's compliance with all codes, statutes, and regulations governing purchasing activities and governmental bid processes.
- Reviews purchase requisitions and orders received from County Departments; monitors the status of open purchase order and helps in resolving purchasing issues.
- Assists and organizes the delivery of surplus items of auction.
- Monitors the effectiveness of purchasing practices and departmental services; recommends changes necessary to improve operational efficiency and types of services provided to other County Departments. Consults with County Departments and personnel regarding purchasing requirements including clarifying needs and discussing alternative procurement options.

*Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by management.*

### **OTHER FUNCTIONS**

Performs other job-related duties as directed by supervisor(s). Regular attendance is considered as essential function of this position.

Note: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

### **MANDATORY QUALIFICATIONS**

#### **EDUCATION AND/OR EXPERIENCE**

High School diploma or GED; One (1) year of experience in the purchasing of food or departmental services for Municipal, County, or State Governmental Entities or UPPCC or NAPM Certification.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS**

Possession of a valid Texas Driver's License..

#### **OTHER SKILLS AND ABILITIES**

Demonstrated experience on Microsoft Office Suites (i.e., email, word processing, spreadsheet), and data base programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Modern practices and processes of government purchasing administration;  
Applicable laws as related to the purchasing function;  
Principles and practices of fixed asset account, budget administration, and contract administration;  
Personal computer skills and software, including Microsoft Office Excel and Word products;  
Organizational skills related to the management of large amounts of data and physical assets;  
Professional customer service skills;  
Proper English usage, spelling, grammar and punctuation; standard office supplies, procedures, and equipment;  
Caldwell County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete complex business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decision in accordance with laws, regulations, and policies;  
Conduct business with the public in a professional and courteous manner;  
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills.  
Function independently, exercise good judgement, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times;  
Be capable to maintain professional and ethical behavior when working under pressure.

**LANGUAGE SKILLS**

Read and comprehend simple instructions, negotiate pricing, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the organization.

**MATHEMATICAL SKILLS**

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; able to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few variables in complex situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio- visual discrimination and perception needed for:

- Making observation, reading, and writing, operating assigned equipment. And communications with others;
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

- Walking, sitting, or standing for long periods of time; lifting and carrying materials weighing up to 40 pounds such as boxes, files or stacks of records; occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

- Handling stressful situations;
- Be able to work under pressure and multi-task;
- Be flexible to jump back and forth between projects/ duties;
- Interpreting federal law and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.