

Employer:	<b>Bexar County</b>
Job Title:	<b>Purchasing Agent</b>
Job Type:	<b>Employee</b>
Job Status:	<b>Full Time</b>
Hours / Shifts:	
Salary Range:	<b>Competitive</b>
Job Location:	<b>San Antonio, Texas</b>
Relevant Work Experience (Time):	<b>10 - 15 yrs</b>
Relevant Work Experience (Education/Position):	<b>Executive (SVP, VP, Dept Head, etc)</b>
Education Level:	<b>Bachelor's Degree</b>
Job Description:	<p><b>Under policy direction, oversees all operations of the Bexar County Purchasing Department; develops and recommends Countywide policies and procedures for product and service procurement in accordance with Texas statutes and applicable County policies; coordinates design, development, implementation, and maintenance of Countywide procurement information system(s); hires, trains, supervises, and evaluates Purchasing Department staff; develops and implements the Countywide Fixed Asset Management program and Disadvantaged Business Enterprise Program; operationally responsible to the Bexar County Purchasing Board; and performs related duties as required.</b></p>
Special Requirements	<ol style="list-style-type: none"> <li><b>1. Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Finance, Economics or a closely related field, and ten years purchasing experience including five years in a management position; or an equivalent combination of education and experience.</b></li> <li><b>2. Comprehensive knowledge of purchasing and procurement policies and procedures; comprehensive knowledge of competitive bidding and award procedures; knowledge of State purchasing statutes; knowledge of accounting concepts and techniques.</b></li> <li><b>3. Must be proficient in computer applications and the ability to implement integrated financial management system.</b></li> <li><b>4. Must obtain Certified Public Purchasing Buyer (CPPB) within first 18 months of hire date from the National Institute of Governmental Purchasing; CPM, CPPO Certification a plus.</b></li> <li><b>5. Must complete at least 25 hours of continuing education each year related to the duties of the County purchasing agent, in accordance with Texas Local Government Code, Section 262.01.</b></li> <li><b>6. Must have a valid driver's license and must be bondable.</b></li> <li><b>7. Skill in directing professional and clerical employees; skill in managing multiple projects simultaneously.</b></li> <li><b>8. Ability to communicate effectively, both verbally and in writing; ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy; ability to organize and interpret data; ability to operate personal</b></li> </ol>

**computer and basic office equipment; ability to establish effective working relationships with subordinates, County employees, outside agencies, service providers, vendors, contractors and the general public.**

**9. Physical requirements include lifting/carrying 20 lbs. occasionally; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, walking, and handling, reaching and twisting to perform the essential functions.**

**10. Required to be on call 24 hours a day. May be required to work more than 40 hours during the workweek.**

Contact Person: **Purchasing Agent Search**

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Employer Web Site: **[www.bexar.org](http://www.bexar.org)**