

Employer:	Travis County Purchasing Office
Job Title:	Purchasing Agent Assistant III
Job Type:	Employee
Job Status:	Full Time
Hours Shifts:	M-F 8-5
Salary Range:	\$54,223 -\$67,779
Job Location:	Austin TX
Relevant Work Experience (Time):	2 -5 yrs
Relevant Work Experience (Education/Position):	Experienced (Non-Manager)
Education Level:	Bachelor's Degree
Job Description:	Performs a variety of statutory compliance duties related to the development, oversight and monitoring of contracts as well as solicitations. On a county-wide basis, with minimal supervision, evaluates and monitors complex contract performance, compliance and contractual obligations. Acts as liaison between project managers, department heads, multiple outside agencies, other county staff and the community as required. Responds to inquiries regarding contract obligations, renewals or revisions. Analyzes data and prepares reports. Maintains and manages contracts databases and files.
Special Requirements:	Preferred: Professional certification as a professional buyer or public purchasing officer by a national purchasing organization. Start date: February 2010
Contact Person:	Alice Leslie
Contact Phone:	512-854-9766
Contact Email:	alice.leslie@co.travis.tx.us
Employer Web Site:	www.co.travis.tx.us