

Employer:	Travis County Purchasing Office
Job Title:	Purchasing Agent Assistant IV
Job Type:	Employee
Job Status:	Full Time
Hours Shifts:	M-F 8-5
Salary Range:	\$62,086 -\$80,712
Job Location:	Austin TX
Relevant Work Experience (Time):	5 -7 yrs
Relevant Work Experience (Education/Position):	Experienced (Non-Manager)
Education Level:	Bachelor's Degree
Job Description:	<p>Works under general direction with extensive latitude for independent judgement. Performs a variety of statutory compliance duties related to the development, oversight and monitoring of contracts as well as solicitations. Responsible for the procurement process for the acquisition and administration of construction and construction related professional services. Responsible for federally funded (grant) contracts, specifically Labor Standards requirements including Davis-Bacon Act. Reviews specifications and technical data for accuracy. Prepares and issues solicitation documents. Evaluates bids and proposals. Drafts contract documents. Conducts pre-bid and pre-proposal conferences. Monitors 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. Researches and advises department staff regarding contract obligations, renewals or revisions. Analyzes data and prepares reports for upper management. Maintains and manages contracts databases and files.</p>
Special Requirements:	<p>Experience in the solicitation and administration of federally funded (grant) contracts, and their associated mandatory requirements (e.g. Davis Bacon, Services Contract and other related Acts). Professional certification as a professional buyer or public purchasing officer by a national purchasing organization. Start date: February 2010</p>
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