

## **Victoria County Job Description**

**Job Title: Procurement Specialist**  
**Department: Commissioners' Court**  
**Reports To: Commissioners' Court**  
**FLSA Status: Non-Exempt**  
**Prepared Date: 1/26/2023**

### **Position Summary**

Under the supervision of the Commissioners Court, assists County offices and departments with formal procurement procedures and technical issues; performs duties in compliance with state and federal regulations and in accordance with the County Purchasing Policy and standards.

### **Essential Duties and Responsibilities**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinates purchasing activities in order to procure the most cost-effective supplies, materials, equipment, and services from qualified and responsive vendors.
- Oversees the preparation of bids, requests for proposals, requests for qualifications, and the selection of vendors.
- Coordinates work with bidders, contractors, suppliers, and professional service providers; assists with the review, analysis, evaluation, and solicitation of bid responses, pricing, technical documentation, and contracts.
- Makes decisions within the limits of delegated authority and budgetary constraints on the selection of suppliers, acceptance of bids and proposals; and determination of the most cost-effective procurement method.
- Review the County's purchasing policy and identify procurement processes to be improved or made more efficient
- Analyzes and summarizes administrative information and develops reports and technical presentations.
- Facilitates internal review and training of the County's purchasing policy to County Officials and other authorized personnel who may make purchases for the County.
- Supports the relationship between the Commissioners Court, other County officials, and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, vendors, and County staff.
- Prepares agenda items and presentations when requested.
- Position is considered essential during emergency situations.
- Performs other related and assigned duties as required.

### **Knowledge & Skills Required**

- Principles of local, state, and federal procurement laws
- Capability to carry out the directives and goals of the Commissioners' Court
- Capable of working under pressure with deadlines
- Excellent written and verbal communication skills, with strong use of the English language in spelling, grammar, punctuation, and proofreading

- Ability to manage multiple projects at once
- Highly proficient in the Microsoft Office suite
- Capable of learning and adapting to new and changing technologies
- Highly detail-oriented, strong time management and organizational skills

### **Qualifications & Experience**

- Bachelor's Degree in Finance, Accounting, or Business Administration or a related field is required; AND
- Two years of experience in public sector procurement, including but not limited to 2 CFR 200, grants and purchasing cooperatives; OR
- An equivalent combination of education and experience may be considered.
- Bilingual is preferred.

### **Other requirements:**

- Must have a valid State of Texas Driver's License
- Availability on weekends and evenings as needed
- Availability to travel as needed

### **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, sit, walk, use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance, taste, and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually quiet and in a normal office setting.

### **Acknowledgment**

I agree that I am able to satisfactorily perform the essential duties listed above with or without accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the current Victoria County Personnel Policy Manual is available online and it outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me.

I further understand that my employment is terminable at will so that both Victoria County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

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**Employee Signature**

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**Date**

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: