



COUNTY OF VICTORIA
VICTORIA COUNTY COMMISSIONERS COURT
101 N Bridge Suite 102
Victoria, TX 77901

Position:	Procurement Specialist
FLSA Status:	Non-Exempt
Salary:	\$50,000-\$65,000* (DOQ)
Classification:	Non-Essential
Posting Date:	January 26, 2023
Reports To:	Commissioners Court

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.
- 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.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications and Resumes are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/human.resources.dept>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901