General Description

The purpose of this class is to participate in the purchase of goods and services for Galveston County.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Purchases commodities for all departments from contracts currently in effect.

Reviews requisitions for accuracy; verifies account balances; issues purchase orders.

Issues variances after contract/non-contract pricing verification and invoice discrepancies.

Obtains price quotations for materials, equipment, and supplies as requested by county departments.

Verifies that PE/vendor source documents comply with Purchasing’s policies and procedures.

Adheres to current system procedures for PE/Vendor data entry within the Finance system.

Maintains data integrity of PE/Vendor database to support operational efficiency of the County.

Validates system functionality for implementation of software upgrades.

Assists with special projects and requests from Assistant Purchasing Agent.

Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires Associate’s degree in Business or Public Administration or related degree.

Requires four years of experience in government purchasing or closely related experience.

Physical Demands/Work Environment:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

This Class Description does not constitute an employment agreement between Galveston County and an employee and is subject to change by the County as its needs change.
Galveston County, Texas

Title: Buyer (PE/Vendor Management)
Class Code: B011
Pay Grade: 114
FLSA: Non-Exempt

The work is typically performed sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.

The work is typically performed in an office.

Emergency Preparedness Tier Level: 3

Special Certifications and Licenses:

Prefers Certified Professional Public Buyer or equivalent certification.

Americans with Disabilities Act Compliance

Galveston County is an Equal Opportunity Employer. ADA requires Galveston County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I certify that I have received and understand this classification description and that it is an accurate description of my work.

Employee Signature: __________________________________________________________
Employee Name (Please Print): ___________________________________ Date: _______________
Human Resources Director signature: __________________________ Date: _______________

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