

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: CONTRACT SPECIALIST

DEPARTMENT: PURCHASING

REPORTS TO: POTTER COUNTY PURCHASING AGENT

SALARY RANGE: \$3,000 - \$3,500 PER MONTH DEPENDING ON QUALIFICATIONS

EMPLOYMENT TYPE: NON-EXEMPT FULL TIME

HOURS: 40 HOURS A WEEK, Monday through Friday (8:00 a.m. -5:00 p.m.)

POSITION SUMMARY:

Arrange for the procurement of a variety of materials, supplies, equipment, and services; write specifications for annual supply contracts, equipment bids and requests for proposals; and provide assistance in related activities of the purchasing function.

ESSENTIAL JOB FUNCTIONS:

1. Develop and write bid specifications for competitive bidding and base supplier selection on established criteria. Maintain contract files for assigned agreements.
2. Negotiate purchase agreements; leverage buying power.
3. The ability to resolve day-to-day issues, in support of the internal customer needs, as well as the ability to communicate resolutions and/or issues in a clear concise manner.
4. Responsible for the procurement of goods and services for assigned categories within a web-based e-procurement environment.
5. Oversee active contracts and evaluate contract performance through completion. This is to include assisting departments with problems regarding the performance of contracts and the quality of products or service offered by supplier.
6. Must pay attention to detail, maintain a system of record keeping, maintain effective working relationships with others, and communicate effectively at all levels of the organization.

ADDITIONAL JOB REQUIREMENTS:

1. Proactive in developing new sources of supply for assigned categories.
2. Assist in procurement projects and programs to achieve business and functional goals
3. Develop an in-depth knowledge of a diverse variety of products, services and suppliers in addition to assigned categories to effectively satisfy internal customer requests.
4. Research new suppliers and develop current suppliers.
5. Must Demonstrate proper interaction with elected officials, department heads, business organizations and the public.
6. Any other duty as assigned in the future as a need as seen by the purchasing agent.

EDUCATION/EXPERIENCE REQUIREMENTS:

A bachelor's degree or a minimum of three (3) years of experience in government procurement and contracting is preferred. Minimum five (5) years of accounting experience is preferred. Proven customer service skills and demonstrated abilities in conflict resolution. Strong communication skills, including both verbal and written; excellent organization and presentation skills. Good problem solving and analytical skills. PC proficient in MS Word, Excel, and Internet. Experience of working with GEMS Financial System preferred. Ability to work in a team environment and function as an effective team member. Cooperates and collaborates with colleagues to share information. Ability to work in a high-pressure environment working on multiple projects simultaneously. Expected to have general knowledge of accounting principles and to ensure accuracy of transactions.

PHYSICAL ACTIVITIES REQUIRED

Typical job functions will require sitting or standing in an office environment. From time to time this position will require assisting other employees with surplus equipment and property which will require moving up to 75 pounds and working outside in unforeseen climate conditions.

**APPLICATIONS AND RESUMES MAY BE SUBMITTED TO
POTTER COUNTY HUMAN RESOURCES DEPARTMENT AT
human-resources@co.potter.tx.us**

OR

**THEY MAY BE MAILED OR DELIVERED IN PERSON TO
900 S. POLK, SUITE 705, AMARILLO TX 79101
806-349-4831**

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

**A BACKGROUND INVESTIGATION, INCLUDING REVIEW OF ANY CRIMINAL HISTORY INFORMATION,
MAY BE CONDUCTED AS ALLOWED BY LAW.**

**POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION,
AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES."**