

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

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

JOB TITLE: BUYER 1
DEPARTMENT: PURCHASING
REPORTS TO: POTTER COUNTY PURCHASING AGENT
SALARY RANGE: \$35,000 – \$40,000 DOE
EMPLOYMENT TYPE: NON-EXEMPT FULL TIME
HOURS: 40 HOURS A WEEK Monday through Friday

POSITION SUMMARY:

Purchase and arrange for the procurement of a variety of materials, supplies, equipment, and services; make purchases and entries within a web-based e-procurement environment; and assist County departments in related activities of the purchasing function.

ESSENTIAL JOB FUNCTIONS:

1. Be proactive in developing new supply sources for assigned categories or departments.
2. Identify when a good or service is available on a term contract and make recommendations to our departments to purchase off these contracts.
3. Find cooperative purchase agreements that may be utilized to purchase products and services at the best possible price while maximizing the efficiency of the procurement process.
4. Process transactions using an e-procurement system that includes data entry, system processing, and customer/supplier communication to ensure an adequate supply of materials and services are provided.
5. Develop an in-depth knowledge of a diverse variety of products, services, and suppliers to effectively meet internal customer requests.
6. Expedite and follow-up on purchase orders and reconcile invoice discrepancies.
7. Efficiently resolve day-to-day issues, in support of internal customer needs, while effectively communicating resolutions and/or issues in a clear, concise manner.
8. Follow internal procurement policy depending on the dollar amount of the purchase.
9. May assist the Purchasing department in delivering interoffice mail as needed.
10. Any other duty needed in the future as assigned by the Purchasing Agent.
11. Must be able to travel for continuing education purposes as required by the Purchasing Agent.

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor's degree in business, accounting, or other closely related field is preferred. One (1) year of sourcing experience within an e-procurement environment preferred. One (1) year of relevant work experience may be substituted for one year of required education. Ability to process transactions using the e-procurement system, including data entry, system processing, and customer/supplier communications is required. 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. 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

Job function may require sitting or standing in an office environment. This position may require working with surplus equipment and property which will occasionally 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."**