



## **ECTOR COUNTY PURCHASING DEPARTMENT** **SENIOR BUYER**

The Ector County Purchasing Department is seeking a Senior Buyer. Senior Buyer will be under the direct supervision of the Purchasing Agent.

**PRIMARY DUTIES:** Performs a variety of administrative duties related to the maintaining and managing of contract database and files. Evaluates and monitors contract performance, compliance and contractual obligations. Maintains and updates records on computer; generates reports. Plans, develops and implements scheduled yearly bids and day-to-day standard purchase of a wide variety of materials and services for County departments. Responsible for the bid process from its inception through contract termination. Works with elected officials and department heads, employees, vendors, and public.

**MINIMUM QUALIFICATIONS:** High school diploma or GED with four years of experience in procurement of goods and services, or contract management, and general office operations. Associates degree in Business Administration or closely related field of study may substitute for three (3) years of experience. Proficiency in Microsoft Office; Experience with scheduling and planning workload. Valid Texas driver's license with good driving record required.

**SALARY:** \$19.99 per hour; Monday - Friday; 8:00 - 5:00 p.m.; plus benefits.

**DEADLINE:** April 26, 2024

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8<sup>th</sup> Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**NOTICE:** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (OHS), with information from each new employee's Form 1-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.