



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**ECTOR COUNTY PURCHASING DEPARTMENT
PURCHASING AGENT**

The Purchasing Department is in need of a Purchasing Agent. The Purchasing Agent supervises the department staff and assists in carrying out duties defined in the Local Government Code, Chapter 262, Subchapter B, Section 262.011 and in Ector County Fixed Asset and Purchasing Policy and Procedure manuals.

PRIMARY DUTIES: Works with the Commissioners' Court and County departments, elected officials, department heads and staff by preparing agenda items and presentations for Court meetings. Prepares and reviews Bid Specifications and administers the bid process; reviews and enters fixed asset transactions; assists departments in budget requests; supervises annual auction of surplus property; works with the public, vendors and other organizations such as other counties, the Texas Association of Counties and the Texas Legislature.

MINIMUM QUALIFICATIONS: Bachelor's degree or equivalent with extensive class hours in management, accounting, purchasing and related fields or any equivalent combination of experience and training which provides the required knowledge, skill and abilities to include: (a) a minimum of five (5) years of occupational experience in public purchasing and (b) performance of administrative responsibilities during such occupational service. Must have knowledge of State laws, office practice, ethics and governmental purchasing practices.

SALARY: \$85,100 - \$100,000 DOE; Monday-Friday; auto allowance plus benefits.

DEADLINE: Until the position has been filled.

Please apply at 1010 E. Eighth street, room 126, Human Resources Department. 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.

The Immigration Reform and Control Act of 1986 requires all persons to whom a job offer is extended to provide proof of identity and eligibility to work in the U.S. before employment processing is completed. Passing a pre-employment urinalysis drug screen, and criminal background is required.

07/10/2025