



**NOTICE OF VACANCY  
WEBB COUNTY PURCHASING AGENT**

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**The County of Webb has an opening for County Purchasing Agent. The successful candidate will be responsible for the following:**

Under the direction of the County Purchasing Board, the Purchasing Agent purchases all materials and supplies for the County; prepares Requests for Proposals; performs financial, managerial and administrative duties. Performs duties and responsibilities, as the authorized purchasing agent, and as established by State statutes and County Policies and Procedures.

In addition to other requirements set out in the County's application package, applicants must have a valid Texas driver's license. This position is a "safety sensitive" position, and is subject to pre-employment drug and alcohol testing, criminal background checks, and motor vehicle checks. The salary is commensurate with experience.

Application packages and materials may be obtained at the office of Administrative Services Department, located on 1110 Washington St., Suite 204, Laredo, Texas, between the hours of 8:00 a.m.-12:00 p.m. and 1:00 p.m. - 5:00 p.m. Phone: (956) 523-4143.

Application package may also be obtained On-line:

<http://www.webbcountytexas.gov/PurchasingAgent/PublicNoticeRFP/RFQ-2016-001.pdf>  
"RFQ-2016-001" "Webb County Purchasing Agent"

**APPLICATION DEADLINE IS: APRIL 4<sup>TH</sup>, 2016 @ 2:00 p.m.**

**Webb County is an Equal Employment Opportunity Employer and complies  
with the American with Disabilities Act.**

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## STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:

Statement of Qualifications Packet should contain and address the following:

Table of Contents: Must clearly identify information material by section and page number and at a minimum, should include the following:

- a) Title Page: Name of applicant, address, telephone number(s), email address and date.
- b) Webb County Employment Application and a Resume
- c) Letter of Transmittal: State your understanding of the responsibilities, operation and overall management of the **Webb County Purchasing Agent** position.
- d) Planned Approach: State your goals and objectives as it relates to the responsibilities and administration of the **Webb County Purchasing Agent** position.
- e) Scope of Service: Describe your qualifications in relation to the responsibilities and administration of the **Webb County Purchasing Agent** position, and include any special conditions, limitations or circumstances applicable or required.

**Statement of Qualifications** packet must be submitted to the **Webb County Clerk** with an original and a copy in a sealed envelope marked with RFQ number and description of service on front lower left hand corner of envelope.

**“RFQ-2016-001” “Webb County Purchasing Agent”**

**Completed packages are due by 2:00 p.m. on Monday, April 4<sup>th</sup>**, at the following location:

**Honorable Margie Ramirez Ibarra  
Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78042**

The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Webb County Commissioner’s Court fills the position, or as otherwise determined by the Webb County Commissioner’s Court. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.



## Purchasing Agent

Purchasing

PUR/1  
Pay Grade: 25

### JOB SUMMARY

This position is responsible for directing and overseeing all purchasing and procurement activities for the county.

### MAJOR DUTIES

- Ensures that all department operations are in compliance with Texas state laws and Webb county procedures.
- Coordinates the provision of training to county departments in the county purchasing procedures and in the use of purchasing software.
- Directs the examination of invoices and the preparation of documents packages to include purchase orders and invoices.
- Directs the processing of all utilities payments.
- Directs the management of the county inventory and ensures compliance with the Texas Local Government Code.
- Attends Purchasing Board and Commissioners Court meetings; submits agenda items as required.
- Maintains and updates the Webb County Purchasing Manual.
- Oversees the disposal of surplus and salvage property.
- Coordinates the certification of department personnel; assists in preparations for the state exam.
- Remains informed of changes to relevant state laws.
- Oversees the maintenance of purchasing records.
- Responds to open records requests and requests from external auditors.
- Oversees and assists with the preparation of RFPs, RFQs and ITBs; coordinates the evaluation of same by Commissioners Court; makes recommendations for awards.
- Responds to questions from other county employees, vendors and community leaders.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Procurement options, the volume of purchases, and strict deadlines contribute to the complexity of the position.
- The purpose of this position is to manage the county's purchasing operations. Success in this position contributes to the efficiency and effectiveness of county operations.

## CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, vendors, contractors, auditors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over department personnel.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is *not covered* under Civil Service; however, all other Webb County policies apply.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Master's Degree preferred, in the related field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to seven years of related experience.
- Ability to be bonded.

## ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree





# Education

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for leaving					

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

## Specialized Skills

## Check Skills/Equipment Operated

		Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	_____	_____
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> WordPerfect	_____	_____

State any additional information you feel may be helpful to us in considering  
Your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED  
ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities  
Involved in the job or occupation for which you have applied? A  
description of the activities involved in such a job or occupation is  
attached.

YES  NO

## References

1.	_____ (Name)	_____ ( )	_____ Phone #
	_____ (Address)	_____ (Title)	
2.	_____ (Name)	_____ ( )	_____ Phone #
	_____ (Address)	_____ (Title)	
3.	_____ (Name)	_____ ( )	_____ Phone #
	_____ (Address)	_____ (Title)	

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER

\_\_\_\_\_  
DATE

Employed  Yes  No Date of Employment \_\_\_\_\_

Hourly Rate/

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
NAME AND TITLE

\_\_\_\_\_  
DATE

NOTES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open:       Yes                       No

Position(s) Considered For: \_\_\_\_\_

Date \_\_\_\_\_

**NOTES:**