



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Purchasing	JOB GRADE:	19
JOB TITLE:	Director of Purchasing	BI-WEEKLY SALARY:	\$4,230.77 - \$4,615.38
LOCATION:	501 N. Thompson, Ste 402 Conroe, Tx 77301	CIVIL SERVICE:	No
SHIFT HOURS:	Monday-Friday 8:00am-5:00pm		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

Montgomery County is seeking an experienced professional with a proven management background in the area of government purchasing. We are also in the process of purchasing and implementing an Enterprise Resource Planning (ERP) system. The Purchasing Agent will be responsible for assisting in the purchasing, implementation, and training of this software.

To be considered for this position a Montgomery County application, resume and College transcripts are REQUIRED.

Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> Bachelor's Degree in business or related field required Professional Certification preferred (CPPB, CPPO, CPM) 10 years purchasing experience, with minimum of 5 years of management experience Public sector experience preferred Highly developed leadership and supervisory skills | <ul style="list-style-type: none"> Diplomacy with elected and appointed officials as well as the customer/supplier base Knowledge of purchasing laws governing the operation of State and County governments and entities A proven track record in management across department lines Excellent analytical and interpersonal skills Superior written and verbal communications |
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Primary Job Duties

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| <ul style="list-style-type: none"> Manage and direct the overall operation and procurement functions of the Purchasing Office, supporting County expenditures exceeding \$147.5 million annually. Oversee the competitive bid process including evaluation and award recommendation for the County, CSCD, JP and other county agencies. Represent the Purchasing office and review, present and elaborate Purchasing Office agenda items presented at Montgomery County Agenda briefings and Commissioners Court Manage Purchasing staff through recruitment, training, career development, and employee performance. Meet with departments to determine whether contracts are being successfully fulfilled or performed. Oversees the maintenance of a variety of records, vendor lists, standardized bids, specifications for recurring purchases and requisitions. | <ul style="list-style-type: none"> Ensure procurement compliance with all applicable laws, regulations, Commissioners Court policies, and established purchasing procedures. Develop and implement countywide purchasing policies and procedures. Develop, revise, and update the Montgomery County rules and procedures Develop and maintain the Purchasing Office budget Responsible for the County inventory system, the disposal of surplus, salvageable, confiscated and abandoned property Maintain the highest level of legal and ethical standards in a political environment. Professionally represent the County at various meetings and seminars throughout the County and State. Consistently seek alternative cost efficient and effective systems and methods to further the objectives of the Purchasing Office. |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	407-9535-1	Requisition No:	2495
Date Posted:	2/15/2017	Equal Employment Opportunity Employer	

