

ASSISTANT AUDITOR - PROCUREMENT

SUMMARY

The Assistant Auditor-Procurement is responsible for managing the acquisition of goods and services for a local government agency, ensuring compliance with public procurement laws and regulations, by sourcing vendors, negotiating contracts, and overseeing the purchasing process to achieve the best value for taxpayer dollars.

SUPERVISION RECEIVED

Reports directly to the County Auditor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with all departments within the local government to identify and document their procurement needs, including specifications and budget requirements.
- Researches and identifies potential vendors through market analysis, solicits bids, and maintains a vendor database to ensure competitive pricing.
- Drafts and reviews contract terms and conditions, negotiates pricing (if allowable per statute), delivery schedules, and warranty provisions to secure the most favorable terms for the government.
- Assesses proposals from vendors based on price, quality, compliance with specifications, and vendor capabilities to select the best option.
- Ensures all procurement activities adhere to local, state, and federal procurement laws, regulations, and ethical standards.
- Processes purchase orders, tracks deliveries, and resolves any discrepancies with vendors.
- Monitors contract performance, manages contract amendments, and addresses any issues that arise during the contract period.
- Manages procurement budgets, identifies cost-saving opportunities, and tracks expenditures to ensure efficient use of funds.
- Maintains procurement records, generates reports on spending trends, and provides insights to stakeholders on procurement performance.
- Checks records for compliance with state laws, generally accepted accounting principles, and local recordkeeping requirements.
- Completes annual fixed asset inventory by July 1st of each year.
- Assists external auditor as needed
- Additional job duties as assigned by the Auditor within the scope of the department.

LIMITATIONS AND DISCLAIMER: The duties and responsibilities listed above are intended to describe the general nature and level of work performed; they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- 2 years of purchasing experience.
- Excellent analytical and problem-solving skills.
- Effective communication and interpersonal skills to interact with internal stakeholders and vendors.
- Excellent verbal and written communication skills.
- Advanced knowledge of Office Suite products.
- General knowledge of functions and authority of a county government system.

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Advanced knowledge of purchasing principles and processes.
- Associate's degree in purchasing or related field.
- Proficiency with procurement software and systems.
- Previous purchasing experience in a county governmental entity or similar setting.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of principles and practices of modern purchasing methods and procedures.
- Knowledge of sources of supply, markets and price trends and the various grades and qualities of a wide variety of materials, supplies and equipment.
- Knowledge of computer-based purchasing.
- Ability to obtain knowledge of:
 - Basic practices of governmental accounting,
 - Vernon's Civil Statutes,
 - Commissioners' Court Agenda,
 - State of Texas Contracts,
 - Texas Local Government Code,
 - Oil Price Information Service [OPIS] Reports,
 - Texas Department of Transportation/Standard specifications,
 - Madison County purchasing rules, regulations, methods, and forms.
- Knowledge of principles of local, state federal procurement laws.
- Skill in dissemination of information.
- Ability to research, review and prepare product specifications.
- Ability to organize and maintain accurate records.
- Ability to understand technical requirements and prepare accurate and complete specifications for required purchases.
- Ability to analyze relevant factors involved in various bids and to make purchasing decisions objectively and impartially.
- Ability to comprehend and interpret policies, procedures, laws, regulations, and guidelines.
- Ability to maintain concentration and follow through with assignments.
- Ability to exercise judgement, decisiveness and creativity required in sometimes stressful situations.
- Ability to work effectively with other department managers, employees, and Commissioners Court in a pleasant, professional manner.
- Ability to communicate in person, by telephone, in writing and electronically, to interact in a professional, respectful, and effective manner with the general public, elected and appointed officials of the County and other organizations, and other County personnel.

TOOLS AND EQUIPMENT USED

- Computer, multi-line telephone, copier, scanner, ERP system.

PHYSICAL REQUIREMENTS

- Primarily sedentary including sitting and driving; employee may be required to stand or sit for prolonged periods of time.
- The employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle paper and objects, and arms to reach.
- Must be able to lift up to 15 pounds regularly and 40 pounds occasionally.
- Walking in an office building; and
- Visual and auditory acuity sufficient to operate related equipment.

WORKING CONDITIONS

- Primarily light physical and intellectually stressful work in an office environment.
- May be exposed to dust and/or another by-product of a working office.
- This position is on-site and regular attendance is required.
- Essential Position for Emergency Situations.
- Work outside of the normal office hours (Monday-Friday 8 a.m. to 4:30 p.m.), may be required to meet deadlines and accuracy requirements.

SELECTION GUIDELINES

- Resumes must be received by the Madison County Auditor's office.
- Madison County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.
- A review of education/experience; appropriate testing and interviews may be required. Oral interview(s), background check, physical agility, drug screening and pre-employment medical examination may be required as appropriate or under policy.
- Employment is contingent on passing post-offer, pre-employment, and/or reasonable suspicion drug/alcohol testing, criminal background investigations, and motor vehicle record reports as appropriate under policy.
- This job description does not constitute an employment agreement between the employer (Madison County) and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment relationship, and under no circumstances is this a contract for employment.

Signature of employee: _____