



Position Announcement

Position: Purchasing Specialist

Date Officially Opened: 7/28/2022

Starting Annual Salary Range: \$47,759 to \$59,222 (DOQ)

(Full Salary Range to \$70,684)

Direct Supervisor: Procurement Supervisor

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday (802 N. Kealy Avenue, Lewisville, TX)

Position Function:

Under the general direction of the Procurement Supervisor and working as part of a team, performs assigned duties in support of the procurement activities of the District. Duties involve planning, performing, and coordinating activities related to the acquisition of materials, vehicles, equipment, supplies and services, as well as performing duties related to procurement contract management and administration.

Typical/Essential Duties:

- 1) In accordance with State purchasing requirements, as well as internal District policies and procedures, performs duties necessary to comply with formal and informal methods of acquisition of materials, vehicles, equipment, supplies and services. Duties include writing specifications, preparing and distributing Request for Bid and Request for Proposal packets on the District's lonwave bidding platform, preparing and submitting official legal notices, coordinating bid openings, evaluating bids and proposals, drafting procurement contracts and agreements and preparing necessary documentation for award of purchase.
- 2) Responsible for administration and maintenance of procurement related documentation, including property and liability insurance schedules, vehicle and equipment schedules, maintenance and services agreements, purchasing contracts, submitted bids and proposals, legal notices and publisher's affidavits. Responsible for administration and maintenance of maintenance and service agreements and purchasing contracts on the District's lonwave platform.
- 3) Responsible for performing tasks necessary to obtain and maintain titles, registration and license plates for District vehicles and equipment.
- 4) Performs duties necessary to ensure that the District's unserviceable, unusable or excess property is sold or disposed of as appropriate and within applicable Federal and State guidelines.
- 5) Performs additional duties as assigned.

Knowledge, Skills and Abilities:

Required knowledge and experience is normally obtained through the completion of four (4) years of college resulting in a Bachelor's degree in Public or Business Administration, or a related field, and one (1) to three (3) years of similar work related experience. A Master's Degree in a related field and at least one (1) year of experience working in local government may substitute for minimum work experience requirements. State CTP, CTPM, or other purchasing certification(s) is preferred. Must possess good oral and written communication skills. Must be able to research, compile and analyze data, and then present findings to management in an acceptable format. Must possess good organizational skills and have the ability to handle multiple tasks. Should be competent in the use of Microsoft Office computer software (Excel and Word). Must possess the equivalent of at least a Texas 'Class C' driver's license. Must pass a pre-employment Drug Screen, Physical Exam, and applicable Background and Credit Checks.

Position is considered "Open until Filled."

Note: All applicants must complete an employment application and submit it to the District's Human Resources Department in order to be considered for employment.

Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.