

HARRIS COUNTY PURCHASING AGENT HOUSTON, TEXAS

Harris County, Texas is seeking an experienced professional with a proven management background in the area of government procurement to be the Purchasing Agent for Harris County, Texas. The current purchasing agent has announced his retirement.

The Purchasing Agent of Harris County is appointed by a board comprised of two members of the Harris County Commissioner Court and three state district court judges.

Responsibilities: The Purchasing Agent is responsible for: I) procuring materials, supplies, and equipment for the Harris County, Harris County Hospital District, 9-1-1- services, Juvenile Probation Department, and other county governmental agencies; 2) supervising the competitive bidding process to ensure strict compliance with federal state, and local rules, regulations and laws; 3) managing the County's property inventory system, including the disposal of surplus, confiscated and abandoned property; 4) operating the County's recycling program; and 5) oversees the purchase of vehicles and emergency equipment installed in vehicles through the Fleet Services Department. The purchasing volume in Harris County exceeds \$1.5 Billion a year. Fleet Services supports a fleet of 2,800 vehicles through maintenance centers and remote fueling sites.

Minimum Qualifications: I) Bachelor's degree in business or a related field; 2) professional certification preferred; 3) minimum fifteen years experience in purchasing and systems experience, with at least five years of supervisory experience; 4) demonstrable supervisory and leadership skills; 5) proven track record in management across departmental lines; 6) possess highly developed analytical skills and interpersonal abilities; and 7) exhibit superior written and verbal skills.

Salary: Competitive and negotiable, the salary for this position includes a generous benefit package.

To Apply: Submit a letter of application and a resume to:

Administrative Offices of the District Courts 1201 Franklin, 7th Floor Houston, Texas 77002

All resumes must include specific information regarding the applicant's education, previous positions, leadership experience and salary information. Resumes may be submitted by email to: purchasingagent@ justex.net

Closing: The resume and application must be received on or before May 24, 2013.

AN EQUAL OPPORTUNITY EMPLOYER

OFFICE OF THE HARRIS COUNTY PURCHASING AGENT JOB DESCRIPI'ION

Title:	Purcl	Date:	Rev.04/2013			
Description:	The Purchasing Agent is a County official, appointed by a Purchasing Board comprised of three State district judges and two members of Commissioners Court. As an independent official, the Purchasing Agent is part of the "check and balance" system established by the State legislature. The Purchasing Agent is responsible for the procurement of materials, supplies, and equipment for Harris County, the Harris County Hospital District ("HCHD"), Community Health Choice, Inc. ("CHC"), Community Supervision an Corrections ("CSCD"), Juvenile Probation ("JP") and other governmental agencies. The Purchasing Agent supervises the competitive bid process, ensuring strict compliance with Federal, State, and local1aws, rules and regulations. The Purchasing Agent is responsible for the County inventory system, the disposal of surplus, confiscated, and abandoned property, and recycling operations. The Fleet Services Department also reports to the Purchasing Agent. Fleet Services supports a fleet of 2,800 vehicles through maintenance centers and remote fueling sites. Fleet Services also oversees the purchase of vehicles and emergency equipment installed in vehicles.					
	Reports to: Works with:	Purchasing Agent Board Commissioners Court, HCHD Board of Managers, Community Health Choice, Inc. ("CHC") Board of Directors, Juvenile Probation Board and others, as well as County departments and the vendor community.				
	Supervises: Authority:	Purchasing Staff As authorized by the supported governing body and Legislature.	as specifi	ed by the Texas		
	A/BS degree in a	business or related field				

- Professional certification preferred
- Fifteen years purchasing experience, minimum, with five years of management experience. Public sector experience preferred.
- Highly developed leadership and supervisory skills.
- 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, including HCHD and other Harris County self-governing entities.
- A proven track record in management across department lines
- Excellent analytical and interpersonal skills
- Superior written and verbal communications

Harris County Purchasing Agent Job Description

Duties/Functional Responsibilities:

- 1. Manage and direct the overall operation and procurement functions of the Purchasing Office, supporting expenditures exceeding \$1,500,000,000 annually.
- 2. Oversee the competitive bid process including evaluation and award recommendation for Harris
- 3. County, HCHD, CHC, CSCD, JP, and other County agencies.
- 4. Represent the Purchasing Office and review, present and elaborate Purchasing Office agenda item presented at Harris County Agenda briefings, Commissioners Court, HCHD Board of Managers meetings, HCHD Budget and Finance meetings, CHC Board of Directors meetings, and other governing agency meetings as required.
- 5. Manage the professional, support and services staff, including recruitment, training, career development, and employee performance.
- 6. Ensure procurement compliance with all applicable laws, regulations, Commissioners Court policies, and established purchasing procedures.
- 7. Develop and implement countywide purchasing policies and procedures.
- 8. Develop, revise and update the Harris County Rules and Procedures Manual and the Harris
- 9. County Hospital District Purchasing Manual.
- 10. Develop and maintain the Purchasing Office budget and Fleet Services Budget.
- 11. Responsible for the County inventory system, the disposal of surplus, confiscated, and abandoned property, and recycling.
- 12. Maintain current and accurate perspective regarding the legal, ethical, and political environment
- 13. Represent the County at various meetings and seminars throughout the County and State.
- 14. Consistently seek alternative cost efficient and effective systems and methods to further the objectives of the Purchasing Office.
- 15. Consult with APA's and County and HCHD departments on major procurement issues.
- 16. Testify at State legislation hearings for/against various modifications to County purchasing laws.

Harris County Purchasing Agent Job Description

Office of the Harris County Purchasing Agent

Budget:	\$ 7,295,352 \$35,596,812		Purchasing Fleet Services				
Employees:	78 (4 unfunded) 42		Purchasing Fleet Services				
Estimated for 2013-2014:							
Revenue:	\$3,200,000 (estimated) Billings to Harris County Hospital District and Toll Road Authority for Purchasing services						
Purchase Orders (nur	18,0 110,0		Harris County Hospital District				
Purchase Orders (exp	\$1.5 E \$400 I		Harris County Hospital District				