



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

**JOB POSTING #2023-35**

**CLOSING DATE: OPENED UNTIL FILLED**

**Job Title:** Buyer

**FLSA Status:** Non-Exempt

**Work Location:** 602 N. Staples

**Department:** Contracts

**Pay Grade:** 19 **Salary:** \$22.39-\$36.49  
(Min-Max)

**Reports To:** Director of Procurement

**Work Schedule:** Mon-Fri 8 am – 5 pm

**General Summary:** Under the direction of the Director of Procurement works to accomplish a variety of technical and clerical functions, including the preparation and issuance of Purchase Orders and supply management duties.

**Essential and Marginal Job Functions:** Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Purchases goods and services costing \$50,000 and less for the Operations and Administration Divisions of the CCRTA.
- Prepares Purchase Orders for procuring a wide variety of goods and services, including but not limited to equipment, tools, parts, supplies, and services including, but not limited to maintenance, warranty, advertising, etc.
- Authorizes all Small Purchase Orders (SP) up to \$500.
- Coordinates the purchases being requested with the various departments throughout the CCRTA.
- Assures compliance with CCRTA policies and procedures, and federal, state, and local laws and regulations governing competitive buying and cost-containment principles.
- Assists internal CCRTA employees by providing advice and guidance in all phases of the small purchase process.
- Maintains all purchase order files; maintains specified department reports including monthly expenditure reports and other miscellaneous departmental reports.
- Generates and maintains Procurement database and reports.
- Maintains insurance log and assures receipt of current Certificates of Insurance.
- Maintains an exemplary attendance record.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Maintains confidentiality regarding all CCRTA-related business information and personnel issues.
- Assists with the administration of the Procurement department.
- Performs other duties as assigned.

*It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.*

### Qualifications:

- Required working knowledge of Word and Excel, training in or working knowledge of Access and PowerPoint, preferred;
- Correct English usage, spelling, and vocabulary;
- Demonstrated interpersonal skills suitable for knowledgeable, effective, and courteous interaction with the general public, vendors, and co-workers;
- Advanced personal computer and software application skills; thorough knowledge of grammar, spelling, business math, office practices, and administrative procedures; and
- Good organizational and time management skills; must be detail-oriented.

### Abilities:

- Requires demonstrated initiative and an ability to meet strict deadlines;
- Effective office administration practices;
- Communicate effectively verbally and in writing with an emphasis on clarity of expression;
- Correct English usage, spelling, and vocabulary.
- Willingly foster a positive work environment;
- Provide service in a courteous and professional manner;
- Exercise independent judgment and responsible decision-making;
- Understand and follow oral and written instructions;
- Work effectively in a team environment;
- **Comply with CCRTA policies and procedures, and federal, state, and local contracting laws and regulations;**
- Maintain a dependable attendance record;
- Hold high ethical standards in supply management;
- Be able to prioritize projects when multi-tasking

### Skills:

- Demonstrate executive functioning skills;
- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, scanner, and shredder;
- Type at a speed necessary for successful job performance;
- Demonstrated excellent interpersonal relationship and teambuilding skills;
- Demonstrate problem-solving skills

### **Experience and Training Requirements:**

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associate degree from a two-year college or accredited business school.
- **Experience:** Minimum three (3) years of related work experience.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for the position to operate CCRTA vehicles.

**Working Conditions and Physical Requirements:**

Works primarily in a typical, climate-controlled office environment. An average amount of extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activities include but are not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 20 lbs.

*CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V*