



JOB POSTING #2024-37

CLOSING DATE: OPENED UNTIL FILLED

Job Title: Buyer

FLSA Status: Non-Exempt

Work Location: 602 N. Staples

Department: Contracts

Reports To: Director of Procurement

Pay Grade: 19 **Salary:** \$ 22.84 - \$37.22
(Min-Max)

Work Schedule: Monday – Friday, 8:00 am – 5:00 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 less than \$50,000 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 \$2500.
- Coordinates the purchases being requested with the various departments throughout the CCRTA.
- Assures compliance with 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 weekly 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.
- Establishes, maintains, and utilizes interpersonal skills suitable for knowledgeable, effective, and courteous interaction with the general public and vendors.
- Maintains confidentiality regarding all CCRTA-related business information and personnel issues.
- Assists with the administration of the Procurement department.
- Performs other duties as assigned.

Qualifications include:

Knowledge, Skills, & Abilities:

- Demonstrates advanced personal computer and software application skills, and thorough knowledge of grammar, spelling, business math, office practices, and administrative procedures.
- Good organizational, time management skills, and must be detail oriented.
- Requires demonstrated initiative and an ability to meet strict deadlines.
- Communicates in English effectively, verbally and in writing with an emphasis on clarity of expression.

- Willingly foster a positive work environment.
- Exercises independent judgment, and responsible decision-making, **demonstrates** problem-solving skills, and can prioritize projects when multi-tasking.
- 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.
- Types at a speed necessary for successful job performance.
- Demonstrates excellent interpersonal relationship and team-building skills, working effectively in a team environment.

Physical Requirements:

Standard physical activities include but are not limited to, sitting, standing, and walking activities. Essential & marginal functions require maintaining the physical conditions necessary to carry/lift/push or pull loads up to 20 lbs.

Working Conditions:

Works primarily in a typical, climate-controlled office environment. An average number of extended work hours are required. The noise level in the work environment is usually moderate. While performing the job duties, the employee occasionally works in outside weather conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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, and may be made to enable individuals with disabilities to perform essential functions. To request 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) 903-3524

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:** Certifications strongly preferred, Certified Purchasing Professional (CPP) and/or Certified Professional Public Buyer (CPPB). Possession of an appropriate, valid TX Driver's License on the date of application as required for the position to operate CCRTA vehicles.

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