



Apply by
July 1, 2021
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Purchasing Agent

Salary starting at

\$123,738.29

Depending on Qualifications

Plus Excellent Benefits



THE COUNTY

When Spanish Conquistadors rode along the banks of the Rio Grande in 1598, they discovered a diamond amid the Chihuahuan desert. Fusing Native American, Spanish, Mexican and the American Cowboy traditions into one cohesive whole, El Paso has been luring visitors with its mystery and promise for hundreds of years. El Paso is the largest United States city on the Mexican border and the 6th largest city in Texas. El Paso was recognized as a 2020 All-America City, as the 5th Safest Large US City, and is ranked #4 as one of the best cities to live. Further, Forbes Magazine named El Paso as the number one city with the lowest cost of living in the United States in 2018. This dynamic border community combines the advantages of a major metropolitan center with the ambience and neighborly charm of a modern western town. El Paso is a major transportation hub, providing state-of-the-art educational and medical facilities, abundant cultural and entertainment opportunities, year-round sports and outdoor recreation, a low crime rate, some of the best weather conditions on the planet, and an extremely favorable cost-of-living index. We are a cosmopolitan community and people from all over the world come here to live, work, do business, get an education, or retire.

El Paso's unspoiled natural beauty is a rarity in today's fast-paced world. During the day, our mountains take on shades of purple, vibrant orange and pale green under a sun that shines over 305 days a year. Wide-open vistas, big skies and beautiful desert weather are the norm, and almost every day ends with a breathtaking sunset.

El Paso County is the westernmost county of Texas and is bound on the southwest by the Rio Grande and Mexico, on the north and west by the state of New Mexico, and on the east by Hudspeth County, Texas. The Rio Grande valley in this area has been irrigated since pre-historic times and produces bountiful harvests of cotton, pecans, and alfalfa, and lesser amounts of numerous vegetables and fruits. Agriculture depends entirely upon irrigation from the river; the average annual rainfall is only eight inches. Desert flora and fauna abound away from the river, while fertile fields and gardens flourish under irrigation. A pleasant altitude and low humidity make most summer days agreeable while most winters are pleasant, with occasional light snows. El Paso is also home to Fort Bliss, the fastest-growing U.S. Army installation in the United States and a vital part of the City's economy. Other pillars of El Paso's economy include the National Research Top Tier ranking University of Texas at El Paso (UTEP), El Paso Community College, and the Medical Center of the Americas, which houses the only four-year medical school located on the U.S./Mexico border, the Gayle Greve Hunt School of Nursing, the Graduate School of Biomedical Sciences, the Woody L. Hunt School of Dental Medicine and the El Paso Children's Hospital.



A professional symphony orchestra, a ballet company, and several theater companies provide a variety of entertainment at various beautiful venues. The Plaza Theatre, a fully restored 1930s Spanish-revival cinematic palace, hosts the Plaza Classic Film Festival, some of the best traveling Broadway shows, and other diverse concerts and plays. For outdoor explorers, there's mountain biking, rock climbing, and hiking with the highest peak, North Franklin Peak, stretching over 7,000 feet in the sky. A wide variety of sports is highlighted by Conference USA competition and the annual Sun Bowl, the 2nd oldest bowl game in the nation. The El Paso Chihuahuas, an affiliate of the San Diego Padres, plays in the beautiful downtown Southwest University Ballpark and in their last season won 80 games, their second highest total in their season history and clinched four consecutive Southern Division titles. An American professional soccer team, El Paso Locomotive FC, debuted March 9, 2019 bringing the USL Championship to El Paso to further improve economic development, vibrancy, and quality of life to the El Paso downtown area. The city's newest holiday event, Winterfest, is held every December and transforms downtown with lights, shopping, food, and an outdoor ice skating rink.

El Paso is also home to three of the oldest continually active missions in the country. El Paso offers high-end shopping at local boutiques, the Outlet Shoppes at El Paso, and the Fountains at Farah retail center. El Paso is particularly famous for its footwear and boasts the title "Boot Capital of the World". To relax, there are over a dozen golf courses as well as the new Top Golf facility which you can tee off at. A new iFly Indoor Skydiving facility opened April 2019. A new retail and entertainment destination, West Town Marketplace, has opened on the west side and features 500,000 square feet of retail, restaurants, and entertainment. In the region, enjoy horse racing and casino gaming at Sunland Park Racetrack and Casino. A short drive in any direction offers a completely new landscape, from Carlsbad Caverns to snow skiing in Ruidoso to a sea of white gypsum dunes at White Sands National Monument in Alamogordo, New Mexico.

THE COUNTY GOVERNMENT

The County of El Paso was established in 1850 and is the local government authority responsible for the health, protection and welfare of area residents. County government also provides municipal services for the residents who live in unincorporated areas. The County of El Paso is divided into 4 precincts which are represented by 4 elected Commissioners, who along with the elected County Judge compose Commissioners Court. The County currently has 2,925 FTE staff. The County Commissioners represent citizens, respond to concerns, are policy makers, set the tax rate, and establish the county budget, which for FY21 is \$475M. Commissioners Court also created a strategic plan for 2020—2024, and the main aspects are listed below:

Mission: Delivering sound and exceptional public services to the people of El Paso County through judicious, efficient, and responsive government, and the conscientious development of ideas that produce compassionate solutions to our community's obligations, challenges, and ever changing demands.

Vision: Our unique heritage, diverse economy, and unified regional leadership provide an extraordinary quality of life for all.

Values: EPIC: Excellence, Professionalism, Integrity, and Creativity

Goals: Lead Justice Reform, Transform Economic Development, Increase Tourism, Upgrade Infrastructure, Promote Collaboration and Engagement, Advance Community Support Services, Value the El Paso County Family, Strengthen Financial Health, and Optimize Internal Processes.



THE POSITION

The Purchasing Agent is an appointed County official, appointed by a 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. Under a centralized procurement structure, the Purchasing Agent is responsible to direct and oversee the procurement of materials, supplies, services, and equipment including construction and professional services for the county except purchases and contracts required by law to be made on competitive bid. The Purchasing Agent supervises all purchases made on competitive bid pursuant to the County Purchasing Act and shall see that all purchases are delivered to the proper officer or department in accordance with the purchasing contract. The Purchasing Agent ensures strict compliance with Federal, State, and local laws, rules, policies, and regulations. The Purchasing Agent is also responsible for and operates the County inventory system and oversees the disposal of surplus, confiscated, and abandoned property.

ACCEPTABLE EXPERIENCE AND EDUCATION

Minimum of ten years experience in a centralized purchasing activity in a large organization, including inventory management and control and land management experience, five of those years in a management capacity plus a bachelor's degree in Public or Business Administration or a related field. Experience in governmental procurement and professional certification by a recognized national purchasing association preferred. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must have or obtain by date of hire Texas driver's license applicable to job responsibilities, with a driving record acceptable to the County of El Paso. Must be bondable and must provide full financial disclosure on a periodic basis to ensure there is no conflict of interest. Must successfully pass a credit check which will be conducted in full compliance with the Fair Credit Reporting Act.

BENEFITS (Employer Sponsored & Voluntary)

Paid Time Off

Holidays: 16 holidays per year
Vacation Leave: 10 days per year, initially
Sick Leave: 15 days of sick leave per year
Personal Days: 5 days (FY21 only)

Insurance

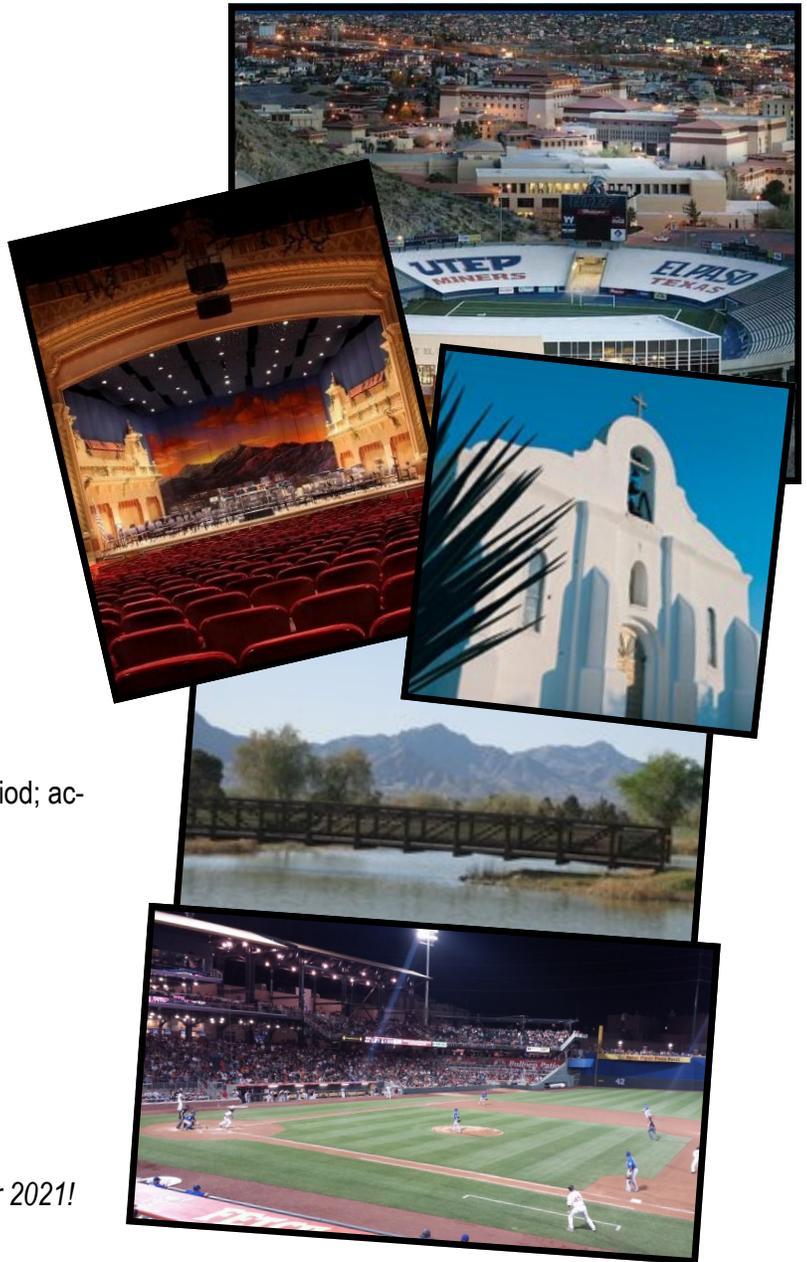
Health
Basic Life Insurance
Dental Insurance
Vision Insurance
Employee Wellness Clinic
Short & Long-Term Disability
Retiree Health Insurance
Supplemental Life Insurance
Tax Deferred Dependent Care Program
Tax Deferred Medical Program
Tax Deferred Parking

Financial

Deferred Compensation
Retirement—Employee contributes 7% every pay period; account earns 7% compounded interest annually; employee is vested after 8 years of service; current County match at retirement is 250%

Miscellaneous Benefits

Direct Deposit
Employee Assistance Program
Healthy Lifestyle Reimbursement
Educational Assistance Program
Tobacco Free Worksite
On-site Fitness & Wellness Center - *Coming Summer 2021!*



Diversity, Equity and Inclusion Statement

"Through our core values of Excellence, Professionalism, Integrity, and Creativity, the County of El Paso will continue to build a culture of diversity and equity in our community. Our commitment to our community is to be inclusive across all aspects of our region! We will prosper by creating a culture in which anyone from any background can work for the County of El Paso and share their innovation to help build a bright future for our community. El Paso County provides equal opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, ancestry, sexual orientation, gender identity/expression, veteran status, genetic information or any other protected category under federal, state and local law."

Equal Opportunity/ADA Employer
Female, Minority, and Disabled Candidates are encouraged to apply.

**For more information about El Paso County,
please visit our website at www.epcounty.com, or
contact the HR Department at (915) 546-2218 or via email at epcountyjobs@epcounty.com.**