



Assistant County Purchasing Agent

Apply by: April 9, 2026

At jobs.epcounty.com



Salary Starting at:
\$107,191 - \$112,618

- Depending on Qualifications
- Includes Excellent Benefits



El Paso County, TX - Assistant County Purchasing Agent

THE COUNTY

In 1598, Spanish conquistadors followed the Rio Grande and uncovered what many still consider a hidden gem of the Southwest. More than four centuries later, El Paso continues to shine—an extraordinary city where cultures converge, history lives boldly, and the future is wide open.

Blending Native American, Spanish, Mexican, and American cowboy traditions, El Paso is a place unlike anywhere else in the United States. It is the largest city on the U.S.-Mexico border, the sixth-largest city in Texas, and proudly known as the Veterans Capital of the USA. Recognized as a 2020 All-America City, ranked among the Safest Large Cities in the nation, and consistently listed as one of the best places to live, El Paso offers an unmatched quality of life. Add to that one of the lowest costs of living in the country, and it's easy to see why people come here—and stay.

This dynamic border community delivers the advantages of a major metropolitan area with the warmth, authenticity, and neighborly spirit of a modern Western town. El Paso is a major transportation hub with state-of-the-art medical and educational institutions, thriving business and research sectors, abundant cultural and entertainment options, and a strong, diverse economy anchored by Fort Bliss, UTEP, El Paso Community College, and the Medical Center of the Americas—home to the only four-year medical school on the U.S.-Mexico border.

And then there's the setting.

El Paso's natural beauty is nothing short of breathtaking. With more than 305 days of sunshine each year, the Franklin Mountains rise dramatically through the heart of the city, glowing in shades of purple, gold, and desert green. Big skies, wide-open spaces, low humidity, and unforgettable sunsets are part of everyday life. Outdoor adventure is always within reach—mountain biking, rock climbing, and hiking to North Franklin Peak, which towers over 7,000 feet above sea level.

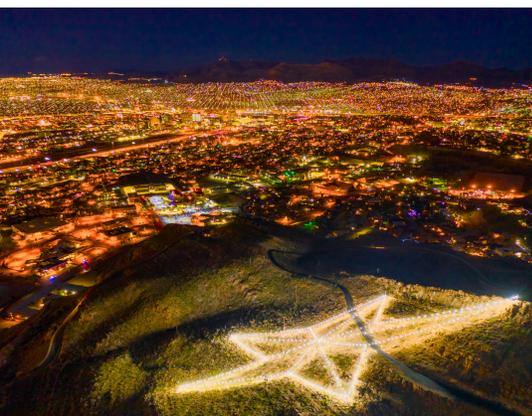
Culture thrives here. From a professional symphony orchestra and ballet company to vibrant theater and arts organizations, El Paso offers entertainment for every taste. The historic Plaza Theatre, a restored 1930s Spanish-revival landmark, hosts Broadway productions, concerts, and the renowned Plaza Classic Film Festival. Sports fans cheer on Conference USA teams, the legendary Sun Bowl—the second-oldest bowl game in the nation—the El Paso Chihuahuas baseball club, and El Paso Locomotive FC soccer, all contributing to a lively and growing downtown scene.

Shopping, dining, and recreation are equally diverse. El Paso is proudly known as the “Boot Capital of the World,” offers everything from local boutiques to premier retail destinations, and features more than a dozen golf courses, Topgolf, horse racing and casino gaming at Sunland Park, and seasonal favorites like Winterfest, which transforms downtown into a holiday wonderland each December.

Beyond the city limits, adventure awaits in every direction—Carlsbad Caverns, White Sands National Park, and the mountain slopes of Ruidoso are all just a short drive away.

El Paso is more than a place to work—it's a place to belong. A cosmopolitan, welcoming community where people from around the world come to build careers, raise families, pursue education, and enjoy life at a pace that feels just right.

Discover El Paso. Build your future here.



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THE COUNTY GOVERNMENT

El Paso County 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. El Paso County 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 3,144 FTE staff. The County Commissioners represent citizens, respond to concerns, are policy makers, set the tax rate, and establish the county budget, which for FY26 is \$635.6 million. Commissioners Court also created a [Strategic Plan](#) for 2026–2031:

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

THE DEPARTMENT

The Purchasing Department serves as a vital support hub for El Paso County, ensuring that every department has the resources and services needed to operate effectively. The team partners closely with County offices to manage procurement activities, oversee logistics operations, and coordinate essential service lines. Through transparent processes, strategic sourcing, and strong vendor relationships, the department helps safeguard public funds while enabling high-quality service delivery. Their work strengthens operational efficiency across the organization and supports the County's commitment to responsible, community-focused government.

THE POSITION

The Assistant Purchasing Agent serves as a key leader in advancing the County's procurement strategy and strengthening coordination across purchasing, logistics, and supported service lines. This role is responsible for guiding purchasing operations, providing leadership to the buyer team, overseeing the Logistics Division, and ensuring efficient, compliant, and high-quality service delivery across all areas supported by Purchasing.

THE IDEAL CANDIDATE

The successful candidate will bring seven (7) years of progressively responsible public-sector procurement experience, including three (3) years of supervisory or management experience. They will have a strong understanding of statutory purchasing requirements and comprehensive knowledge of the Texas Local Government Code as it relates to competitive bidding, competitive sealed proposals, contract administration, and procurement compliance. Professional certifications are highly desirable, including Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM), or equivalent recognized procurement credentials.

Certificates and Licenses: Must have or obtain by date of hire a driver's license applicable to job responsibilities, with a driving record acceptable to El Paso County. Possess and maintain recognized current certification or complete specialized training to ensure up-to-date knowledge of job related skills and technology.

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BENEFITS

Paid Time Off

- Holidays: 16 holidays per year
- Vacation Leave: 10 days per year, initially
- Sick Leave: 15 days of sick leave per year

Insurance

- Health
- Basic Life Insurance
- Dental Insurance
- Vision Insurance
- Employee Wellness Clinic
- Paid Parental Leave
- 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%.
- PSLF Eligible Employer

Miscellaneous Benefits

- Direct Deposit
- Employee Assistance Program
- Healthy Lifestyle Reimbursement
- Educational Assistance Program
- Tobacco Free Worksite
- On-site Fitness & Wellness Center
- Pathway to American Citizenship for Employees (PACE)

Equal Opportunity/ADA Employer

For more information about El Paso County, please visit our website at www.epcounty.com, or contact the HR Department at (915) 273-3520 or via email at epcountyjobs@epcountytx.gov

