



# MONTGOMERY COUNTY JOB POSTING NOTICE

**MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.**

<b>DEPARTMENT:</b>	Purchasing	<b>JOB GRADE:</b>	11
<b>JOB TITLE:</b>	Buyer IV	<b>SALARY:</b>	\$43,030 – \$53,788
<b>LOCATION:</b>	501 N. Thompson, Ste 405 Conroe, TX 77301	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday – Friday 8:00am – 5:00pm		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

### **Education, Experience and Skill Requirements**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>High School Diploma required</li> <li>Minimum of five years of experience in purchasing with emphasis on government purchasing</li> <li>Professional Procurement certification preferred</li> <li>Working knowledge of purchasing and contract principles</li> <li>Ability to interpret procedures and statutes</li> <li>Must have a professional attitude and be a team player</li> <li>Good communication, organization, interpersonal and time management skills</li> </ul> | <ul style="list-style-type: none"> <li>Proven job diligence, dedication and attention to detail</li> <li>Proficient in Microsoft Office Suite</li> <li>Ability to read, administer and translate detailed instructions</li> <li>Experience with writing specifications for bids and proposals</li> <li>Comfort and experience interfacing with various levels of staff and management, including elected officials, while working in a deadline driven environment</li> </ul> |
|---|---|

### **Primary Job Duties**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Procures products, materials and services for various County Departments</li> <li>Writes specifications for bids and proposals</li> </ul> | <ul style="list-style-type: none"> <li>Reviews and tabulates formal bids for recommendation to Commissioners' Cour</li> <li>Assists with special projects and other duties as assigned</li> </ul> |
|--|---|

**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

Position No:	407-2811-2	Requisition No:	2591
Date Posted:	1/08/2018	Equal Employment Opportunity Employer	