

Job title: Senior Buyer  
Department: Purchasing  
Location: Hempstead, Texas

Position Available: Immediately  
Salary range: Min. \$20/hr.  
Max. \$33/hr.

**SUMMARY:** The Senior Buyer is responsible for managing complex procurement activities for Waller County in compliance with Texas Local Government Code, County purchasing policies, and federal regulations, when applicable. This position oversees competitive solicitations, contract administration, vendor relations, and provided guidance to departments on procurement best practices.

The essential duties and responsibilities are not designed to cover or contain a comprehensive listing of all essential functions and responsibilities that are required of an employee. Other duties, responsibilities, and activities may change and/or be assigned at any time with or without notice.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, coordinate, and execute procurement activities for goods and services.
- Issues, modifies, and processes various purchase order requisitions.
- Prepare, evaluate, and manage competitive bids, requests for proposals, and requests for qualifications.
- Maintain accurate procurement documentation and ensure audit readiness.
- Resolve vendor issues, disputes, and performance concerns.
- Provide guidance and training to departments on procurement policies and procedures.
- Assist Purchasing Agent with policy development, reporting, and special projects.
- Maintain professional and ethical relationships with vendors, staff, and elected officials.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of Texas public procurement laws and regulations.
- Strong understanding of competitive procurement processes and contract management.
- Ability to analyze complex procurement issues and recommend solutions.
- Excellent written and verbal communication skills.
- Strong organizational skills with attention to detail.
- Ability to manage multiple projects and deadlines simultaneously.
- Ability to interpret contracts, specifications, and legal requirements.

#### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in Business Administration, Supply Chain Management, or related field (experience may substitute).
- Three (3) or more years of procurement experience, preferable in a public sector.
- Demonstrated experience with formal competitive solicitations and contract management.

Applicant must submit a cover letter, resume, list of references, and a County employment application to Jaime Kovar by email at [j.kovar@wallercounty.us](mailto:j.kovar@wallercounty.us)  
Please submit all applications in one (1) email.

The County employment application can be found at:  
<https://www.co.waller.tx.us/page/Employment.Opps>

Not all applicants will be interviewed. Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.