

PURCHASING

MISSION

The mission of the Purchasing Agent is to work in concert with the County Auditor as part of the system of checks and balances to insure the proper expenditure of taxpayer's dollars. The Purchasing Agent develops policies and procedures to insure the proper, prompt and responsive purchase of all supplies, materials, equipment and services required or used, and to contract for all repairs to property used by the County or employees of the County and to implement such policies and procedures in the operation of his office.

GOALS

GOAL 1

Be a proactive service provider to the county offices and departments. Be involved in all aspects of the county's development and growth.

GOAL 2

Make the County's surplus property warehouse more effective to better receive and redistribute surplus or salvageable county property.

- Objective 1** Renovate the surplus property warehouse.
- Objective 2** Conduct continuous auctions on the Web Page.

GOAL 3

Insure that all purchases are made in compliance with the purchase contract as required by Texas Local Government Code.

- Objective 1** Quality Assurance Coordinate to review purchases for compliance with purchase contract.

GOAL 4

Continue standardization and inter-local purchasing programs.

- Objective 1** Cut, or maintain reasonable cost by encouraging uniform and bulk purchase for county departments and agencies.
- Objective 2** Form cooperative purchasing agreements with other local governmental entities.

PURCHASING

PERFORMANCE MEASURES	2009 ACTUAL	2010 ACTUAL	2011 PROPOSED
Percentage of county property inventoried.	100%	100%	100%
Number of Purchase Orders Issued.	15,360	13,469	13,300
Total dollar amount expended.	\$197,752,202	\$133,674,801	\$150,000,000
Number of Bids, Requests for Proposals or Statement of Qualifications annually.	107	124	120

PURCHASING

FUND: 100 General

ACCOUNTING UNIT: 100505100 Purchasing

EXPENSE BUDGET

CATEGORY	2009 ACTUAL	2010 ADOPTED	2011 ADOPTED
Salaries and Personnel Costs	\$ 729,913	\$ 750,748	\$ 702,793
Operating Costs	\$ 30,348	\$ 24,154	\$ 25,211
Information Technology Costs	\$ 1,681	\$ 0	\$ 4,186
Capital Acquisitions	\$ 0	\$ 0	\$ 0
TOTAL	\$ 761,942	\$ 774,902	\$ 732,189

2011 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Inventory Control Clerk	J07051	G07	1
Buyer I	J08010	G08	2
Administrative Assistant	J09001	G09	1
Buyer II	J09012	G09	1
Quality Assurance Coordinator	J09103	G09	1
Buyer III/Software Specialist	J10067	G10	1
Inventory Control Manager	J10068	G10	1
Senior Buyer	J12070	G12	1
Assistant Purchasing Agent	J14037	G14	1
Purchasing Agent	J15019	G15	1
Total Authorized Positions			11

ORGANIZATION CHART

