

# **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

<b>PERFORMANCE MEASURES</b>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 PROPOSED</b>
Percentage of county property inventoried.	100%	100%	100%
Number of Purchase Orders Issued.	13,469	12,830	13,000
Total dollar amount expended.	\$133,674,801.00	\$129,927,555.03	\$130,000,000
Number of Bids, Requests for Proposals or Statement of Qualifications annually.	124	90	90

# PURCHASING

FUND: 100 General

ACCOUNTING UNIT: 100505100 Purchasing

## EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 672,309	\$ 702,793	\$ 688,983
Operating Costs	\$ 20,623	\$ 25,211	\$ 27,608
Information Technology Costs	\$ 1,727	\$ 4,186	\$ 0
Capital Acquisitions	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 694,659</b>	<b>\$ 732,190</b>	<b>\$ 716,591</b>

## 2012 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
<b>Total Authorized Positions</b>			<b>11</b>

## ORGANIZATION CHART

