

Fannin County Purchasing Agent position open.

Interested applicants need to complete a county application and include a resume and submit to Fannin County Purchasing Board, Attn: Judge Laurine J. Blake, Chairman Purchasing Board, 210 S. Main Street, South Annex, Bonham, TX 75418. Will be subject to a criminal background check. Position open until filled.

Job description and Qualifications:

The Purchasing Agent shall administer the county's Purchase Order system, obtain best prices on purchases for the county as set forth in the county's Purchasing manual and update said manual consistent with current law; work at the direction of the Purchasing Board; provide guidance to the Commissioners Court, elected officials and department heads in matters of procurement and disposition of county property; maintain copy of all county contracts; maintain records for the Purchasing Department and Board; obtain necessary training in the procurement field to implement best practices for the county; maintain a current inventory of all county property and assets; be proactive in executing the duties of Purchasing Agent. Successful applicants need good communication and leadership skills. High school diploma required, college education preferred. Experience in the procurement field desired. Salary commensurate with experience.