MONTGOMERY COUNTY JOB POSTING NOTICE

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

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Purchasing</th>
<th>JOB GRADE:</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Buyer III</td>
<td>SALARY:</td>
<td>$23.72 per hour</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>501 N. Thompson, Ste 405 Conroe, TX 77301</td>
<td>CIVIL SERVICE:</td>
<td>No</td>
</tr>
<tr>
<td>SHIFT HOURS:</td>
<td>Monday - Friday 8:00am - 5:00pm</td>
<td></td>
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<tr>
<td>SUBMIT APPLICATIONS:</td>
<td>Montgomery County Human Resources Department</td>
<td>ADDRESS:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(936) 539 – 7886</td>
<td>FAX:</td>
<td>(936) 788-8396</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
<td>WEBSITE:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
</tr>
<tr>
<td>OFFICE HOURS:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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Education, Experience and Skill Requirements

- High School Diploma required
- Minimum of three years of experience in an office setting
- Professional Procurement certification preferred but not required
- Working knowledge of purchasing and contract principles
- Ability to interpret procedures and statutes
- Must have a professional attitude and be a team player
- Good communication, organization, interpersonal and time management skills
- Proven job diligence, dedication and attention to detail
- Proficient in Microsoft Office Suite
- Ability to read, administer and translate detailed instructions
- Comfort and experience interfacing with various levels of staff and management, including elected officials, while working in a deadline driven environment

Primary Job Duties

- Greets visitors and answers main phone
- Procures products, materials and services for various County Departments
- Assists in writing specifications for bids and proposals
- Publicly opens bids and proposals as needed
- Assists with the review and tabulation of formal bids for recommendation to Commissioners’ Court
- Assists with special projects and other duties as assigned

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: 407-2809-0  Requisition No: 3289  Date Posted: 08-18-2023  Equal Employment Opportunity Employer