



**Guadalupe County Purchasing Department
Jeff Coleman
Purchasing Agent
212 West Nolte
Seguin, Texas 78155
830-303-4188, ext. 1459**

EMPLOYMENT NOTICE

In compliance with the Guadalupe County Personnel Policy, it is mandatory that all Department Heads post this notice for five (5) working days, beginning October 20, 2021 through October 26, 2021.

NOTICE OF TRANSFER

The Guadalupe County Purchasing Department will be accepting applications for an **Assistant Buyer**. Starting pay for this position will be \$17.00 hourly.

The Assistant Buyer's main responsibilities include performing duties related to the purchasing of supplies, materials, equipment and services by assigned commodity codes. Preparing bids and quote requests, tabulating results and recommending award for contract and non-contract buying in accordance with state statutes, purchasing policy and procedures. Position is responsible for the submission of invitation to bid; review, analysis, and purchase of supplies, services and goods; review of methods of acquisition; and preparation of purchase orders and related documentation.

Please read the complete job description for more information.

Applications are required and may be obtained and completed online at <http://www.co.guadalupe.tx.us/employment/employment.php> or picked up and returned to the Guadalupe County Purchasing Department located at 212 West Nolte; attention Jeff Coleman. Position is open until filled.

If any county employee wishes to apply for this position, please complete an application and transfer request form. Any transfer request by an employee of a higher pay group will be considered as a request for demotion, and therefore a reduction in pay.

Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.