Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Procurement Technician

JOB CODE	JOB FAMILY	PROFILE
JCV450	**Business Services & Support**	**Procurement Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**February 14, 2026**

The Procurement Technician performs a range of intermediate-level technical and administrative duties to support the Purchasing Section's procurement and contract functions. Responsibilities include reviewing purchase requisitions, issuing purchase orders, preparing procurement reports, maintaining procurement records, and reviewing and filing certificates of insurance.

Job Description

DUTIES AND RESPONSIBILITIES

- Perform specialized procurement tasks for assigned departments, focusing on monetary thresholds and compliance.
- Review, approve, route, and process purchase requisitions and other procurement documents within authorized limits, ensuring accuracy, supporting documentation, and adherence to the State Procurement Code.
- Train procurement liaisons and agency staff on purchasing procedures and processes aligned with delegated authority.
- Maintain and update automated systems for procurement tracking, contract management, vendor databases, and fixed asset records; assist with data entry and system enhancements.
- Research catalogs, brochures, and other sources to support sole source and emergency procurement justifications.
- Scan, image, and index all procurement-related documents for recordkeeping and audit purposes.

- Assist in planning and supporting pre-bid and pre-proposal conferences; attend site inspections as needed.
- Support the preparation and maintenance of bids, proposals, and contracts; draft related reports, memoranda, and correspondence; attend meetings as required.
- Obtain and file insurance certificates and W-9 forms; conduct risk assessments for goods and services purchases within signature authority.
- Process and maintain contract records; route contracts in accordance with established policies and procedures.
- Provide administrative support to supervisors and procurement professionals in evaluating market conditions, preparing procurement strategies, and engaging with vendors or sales representatives.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Requires a High School Diploma or GED.
- Four (4) years purchasing or related business experience.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential job duties are performed primarily indoors in a temperature-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.
- May work alone primarily with general direction but also works as part of a team or group of workers.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled while performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- Upon assignment, worker may be required to use county motor vehicle.