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Purchasing Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP343	**Business Services & Support**	**Purchasing Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**July 24, 2026**

The Purchasing Administrator oversees daily operations of procurement functions in accordance with County, State, and Federal laws, rules, regulations, and ordinances.

Job Description

DUTIES AND RESPONSIBILITIES

- Assist in managing day-to-day functions and assignments of employees engaged in the County's acquisition of goods, services, and materials, and in managing contracts.
- Develop, implement, and recommend changes to improve workflow, simplify procedures, and implement cost controls to ensure more efficient department operations.
- Assist with procurement and contract reviews, conduct analyses, and make determinations on complex procurements and contracts to ensure sound practices.
- Authorize final procurement recommendations in accordance with procurement procedures, laws, rules, and regulations.
- Develop, implement, communicate, and maintain County procurement policies and procedures.
- Recommend updates to policies and procedures based on new legislation.
- Ensure County procurement procedures comply with the NMSA Procurement Code and other applicable internal and external requirements, including those from the Construction Industries Division.

- Audit section programs financed by local, state, and federal revenues to ensure billing accuracy and legal compliance.
- Solicit, review, and interpret technical data to determine the responsiveness of bids, requests for proposals, and contract preparation.
- Monitor and ensure compliance with contract provisions and budgetary guidelines.
- Negotiate pricing structures and ensure the quality and warranties of goods and services.
- Assist with preparing reports, including, but not limited to, non-conformance, violations, breaches of contract, and other legal procurement and contract matters.
- Attend meetings and hearings and serve on committees as assigned.
- *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

- Bachelor’s Degree in Business Administration, Public Administration, or related field.
- Five (5) years of related work experience at a professional level in purchasing or procurement.

*Any equivalent combination related to 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

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The surface is typically dry.

- Worker often works alone, both with and without directions from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer terminal, a computer printer, a computer keyboard, a photocopy machine, a fax machine, and a calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.