



Lawrence County
PURCHASING AGENT

SALARY: \$45,000 - \$53,000

LOCATION: Lawrenceburg, TN

DEPARTMENT: Office of Accounts & Budgets

DIVISION: Purchasing

OPENING DATE: 12/17/2025

CLOSING DATE: 1/2/2026

POSITION OVERVIEW:

The Purchasing Agent position is located in the Lawrence County Government Office of Accounts and Budgets. This position is responsible for planning and directing all purchasing activities to ensure the effective management and procurement of materials, supplies, and services for Lawrence County Government.

TYPICAL DUTIES:

- Provides administrative guidance and support to all Lawrence County departments regarding the procurement authorization for all supplies, materials, equipment, commodities, services, professional services, leases/rentals, contracts, construction/renovation, and public works projects, as well as the disposition of real and/or personal surplus property
- Ensures compliance with applicable local, state, and federal laws, regulations, policies, and procedures.
- Administers, extends, terminates, negotiates, and re-negotiates all procurement authorizations, including state and federal grants pertinent to the operations of Lawrence County Government.
- Researches, interprets, and adopts relevant standards, regulations, guidelines, and requirements for all purchasing activities.
- Seeks legal counsel from the County attorney when deemed necessary and recognizes and addresses illegal and/or unethical business practices or situations.
- Participates in the development of policies and procedures relating to the purchase of supplies, materials, equipment, commodities, and contracting for services, professional services, leases/rentals, construction/renovation, and public works projects; makes recommendations and adopts changes to improve existing standards, policies, and procedures; ensures compliance with government regulations.

- Establishes schedules and methods for providing assigned services; identifies resource needs; reviews needs with appropriate management; allocates assignments; monitors work activities and ensures compliance with policies and procedures.
- Designs, develops, and implements various forms and documents for the purpose of procurement transactions and other operational record keeping.
- Advises and provides specialized information and assistance to all County departments regarding purchasing activities, purchasing procedures, changes in policies, and the procurement/credit card policy.
- Reviews requisitions and other related documents for completeness, accuracy, authorization for purchase or payment, availability of funds, and compliance with all procurement policies and procedures.
- Administers formal/informal requests for competitively priced proposals, bids, and/or priced quotes; evaluates responses to conclude specifications compliance and makes purchase awards in accordance with procurement policies, procedures, and regulations.
- Administers, negotiates, coordinates, and maintains all contracts for commodities, services, professional services, leases/rentals, and construction projects.
- Mediates and resolves issues regarding specifications, bids, proposals, offers, requisitions, agreements, contracts, deliveries, invoices, and other associated matters.
- Reviews, coordinates, and administers procurement from GSA and SWC contracts, based on availability and cost effectiveness of commodities and/or services offered to local government.
- Participates with other government entities regarding collaborative purchasing efforts and implements efforts when cost-effective.
- Issues and authorizes all local, state, and federal tax exemption certificates and related authorization documents.
- Maintains a database of all procurement transactions and vendor performance history; monitors and manages purchase order and term contract encumbrances.
- Maintains accurate records, documents, blueprints, maps, and other related data of all procurement transactions, services, professional services, leases/rentals, contracts, and construction projects, as well as disposition of real and/or personal surplus property for a minimum of 10 years (infinite for construction projects).
- Administers, organizes, implements, and distributes all credit cards used by County employees in compliance with the County Credit Card Procurement Policy; maintains master listing of users.

- Coordinates and administers purchases, operational compliance, maintenance, and warranties of County communications/electronic equipment and systems; communicates problems, concerns, and disruptions with suppliers; maintains written work order schedules and dated complaint files.
- Evaluates actual values and negotiates trade-in allowances regarding obsolete equipment, vehicles, and/or other materials considered for trade.
- Maintains a master listing for all title County fleet and equipment; maintains original, certified vehicle/equipment titles in a fireproof safe.
- Schedules bid dates/times, publicly opens bids, authorizes contractual agreement, issues notices to proceed, authorizes change orders, and verifies/authorizes payment requests to the contractor or service provider.
- Administers, coordinates, performs, and authorizes used purchases or surplus property trades from another government entity, disposition of tangible surplus personal property, disposition of real surplus property, disposition and exemption of unsalvageable surplus personal property.
- Conducts public auction disposition for all tangible surplus personal property and real surplus property; prepares and administers sealed bid disposition of certain surplus property if considered more advantageous than public auction disposition.
- Participates and attends departmental meetings, standing committee meetings, and other related meetings as directed by the County Executive and County Commissioners to present requests, designs, plans proposals, budgetary figures, and other related strategies for information, guidance, support, and/or approval.

EDUCATION AND SKILL REQUIREMENTS

- Associate's Degree in an accounting-related field, preferred
- Strong organizational, interpersonal, and decision-making skills
- Attention to detail
- Ability to multitask
- Strong time management skills
- Proficiency in Microsoft Word and Excel
- Prior experience performing purchasing-related duties

TO APPLY

- Applications are available at the Lawrence County website or at the Office of Accounts and Budgets, 700 Mahr Avenue, Lawrenceburg, TN 38464.
- Submit application and resume by **January 2, 2026**, at the Lawrence County Office of Accounts and Budgets or via email to **bwilliams@lawrencecountyn.gov**.