



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Administrative Asst/Inventory Specialist	Opening Date: July 8th, 2025	Application Deadline: Open until filled	Job #: 250702
Department: Purchasing	Starting Salary: \$23.00 - \$25.73/hr	Location: Bastrop, TX	Travel: Moderate

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Work involves tagging all fixed assets ordered or owned by the County, maintaining Bastrop County inventory lists for all County owned assets, processing request for asset transfers or disposition, conducting asset audits and maintaining and processing all automobile/property insurance claims or request. This position is also responsible for tracking and maintaining a list of county drivers, assisting with bids, and performing receptionist and general office duties. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the Purchasing department at all times.

Knowledge, Skills and Abilities: General principles and practices of administrative and financial management; General principles and practices of inventory control measures; Proper English usage, spelling, grammar and punctuation; Professional Customer Service skills; Data entry and retrieval; Prepare clear and concise administrative and financial reports; Interpret and apply federal, state, and local policies, laws and regulations; Communicate clearly and concisely, both verbally and in writing; Work in a safety-conscious environment and follow and promote good safety practices; Handle exposure to potentially hostile individuals;

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, possess a valid Texas Driver's license and conduct business in a professional, courteous manner.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

[Bastrop County Employment Application](#)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Purchasing Administrative Assistant/Inventory Specialist

Department: Purchasing

FLSA Status: Non-Exempt

Reports To: Purchasing Agent

SUMMARY: Under the direct supervision of the Bastrop County Purchasing Agent and Purchasing Agent Assistant, this position performs various administrative tasks related to the functions of the Bastrop County Purchasing Department. Work involves tagging all fixed assets ordered or owned by the County, maintaining Bastrop County inventory lists for all County owned assets, processing request for asset transfers or disposition, conducting asset audits and maintaining and processing all automobile/property insurance claims or request. This position is also responsible for tracking and maintaining a list of county drivers, assisting with bids, and performing receptionist and general office duties. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the Purchasing department at all times.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Bastrop County Purchasing Agent and Assistant Purchasing Agent;
Exercises no supervision.

DUTIES AND RESPONSIBILITIES include the following:

1. **Reception and Administrative Support**
Performs receptionist duties including answering calls, greeting visitors, distributing mail and packages, and providing general information to County staff and the public in a courteous, professional, and confidential manner.
2. **Asset Management and Inventory Control**
Tags, records, and tracks all County fixed assets; manages asset transfers and disposals; coordinates external auction postings; conducts annual countywide inventory audits in accordance with County policies and procedures.
3. **Asset Disposal and Auction Processing**
Coordinates and maintains asset disposal and auction records for all County inventory.
4. **Vendor and Contract Support**
Maintains current vendor files; communicates with vendors; assists with scheduling and participating in vendor meetings; prepares and maintains contract documentation and correspondence.
5. **Bid and Procurement Assistance**
Assists with preparing and distributing bid/qualification packets, compiling bid data, and maintaining communication with bidders to ensure accurate and timely procurement processes.

6. Records and File Management

Creates, maintains, and organizes extensive files and records related to contracts, vendors, and departmental activities; researches and compiles data for reports and projects.

7. Program and Policy Support

Assists with the development and documentation of departmental goals, policies, procedures, and operational priorities under the direction of the Purchasing Agent.

8. Interdepartmental Communication and Reporting

Provides accurate information and assistance to elected officials, department heads, employees, and the public regarding purchasing operations and inventory matters.

9. Confidentiality, Teamwork, and Other Duties

Maintains confidentiality of departmental information and systems; works cooperatively with team members and other departments; performs other duties as assigned in support of departmental goals and County operations.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Computer skills and software, including Microsoft Office;
Proper English usage, spelling, grammar and punctuation; Professional Customer Service skills;
Applicable laws as related to the functions of the County Purchasing Office; General accounting fundamentals; Record keeping; Data entry and retrieval;
Standard office policies, procedures, and equipment; Bastrop County policies and procedures;
General principles and practices of administrative and financial management; General principles and practices of inventory control measures.

Ability to:

Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Establish and maintain effective working relationships with those contacted in the course of the job;
Prepare clear and concise administrative and financial reports;
Record and disseminate accurate information from telephone conversations and personal contact;
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Interpret and apply federal, state, and local policies, laws and regulations; Interpret, explain and comply with department policies and procedures; Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions; Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Conduct business with the public in a professional, courteous manner; Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and follow and promote good safety practices; Handle exposure to potentially hostile individuals;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 40 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;

Interpreting state and federal laws and regulations; Effective interaction and communication with others;

Preparing clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years' experience in accounting and/or administrative management; Or an equivalent combination of education, training and experience.

Education:

High School diploma or its equivalent. Associates or Bachelor's degree in related field is preferred.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; grammatical skills test; reference and other background checks; job-related tests may be required.

***** This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.