

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
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State Title: Purchaser II
Functional Title:
Job Posting: 16148
Monthly Salary: \$2595.33
Salary Group: B14
Posting Date: 01/29/2016
Close Date: 02/12/2016
Section/Division: Procurements & Contracts Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0598

Job Description:

Assists in coordinating the purchase and procurement of commodities, equipment, and services for programs of the Texas Commission on Environmental Quality (TCEQ). Conducts pre-audits of all ProCard Transactions, and process TxSmartBuy/term contracts orders in accordance with TPASS/TCEQ procedures. Assists agency program areas in planning, scheduling, and developing procurement activities; and in the preparation of procurement documents. Maintains updated information with regard to federal and state procurement laws. Assists in the development and revision of purchasing guidelines, procedures, policies, rules and regulations. Assists in training and providing guidance to agency programs on procurement procedures and guidelines. Facilitates quarterly meetings with agency staff. Serves as liaison to all divisions, and state and federal agencies. Attends agency HUB meetings and CPA/TPASS lecture series. Provides assistance on an "on-call" basis for questions and/or emergencies. Ensures procurement files are well documented and appropriately maintained; and necessary information and documents are maintained in respective databases. Submits data as required for agency and state reporting. Obtains continuing education units (CEU's) as necessary to maintain certification.

Military Occupational Specialty (MOS) Codes: 51Z, 920A, 28, F&S, MGT16, 3043, 8057, 8058, 8060, and 63AX

Minimum Qualifications:

Graduation from an accredited four year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR Graduation from a standard senior high school or its equivalent plus one year of full-time experience in purchasing, warehousing methods, inventory and stock control record keeping, or specification writing.

OR Eighteen months of full-time experience in administrative capacity* involving purchasing experience and responsibilities.

* Administrative capacity is work where primary duties consist of performing administrative tasks of an office; excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Experience issuing purchase orders and purchase order change notices, and/or procurement card.
Certified Texas Purchaser, Certified Texas Procurement Manager, or Certified Texas Contract Manager.

Special Requirements:

Moving up to 20 pounds of paper/files.

Traveling up to 5% of the time.

Must be able to attend Basic Public Purchasing in the first six (6) months of employment. Must obtain CTP certification within the first twelve (12) months of hire. CTP certification requires one (1) year of purchasing experience. Certified Texas Procurement Manager (CTPM) certification is preferred once employee has 3 years of purchasing experience.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer