

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087  
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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Purchaser II  
**Functional Title:**  
**Job Posting:** 16277  
Monthly Salary: \$2595.33 - \$2777.00  
Salary Group: B14  
Posting Date: 06/01/2016  
Close Date: 06/15/2016  
Section/Division: Business & Financial Supprt Team Section/ Monitoring Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 3259

### **Job Description:**

Performs routine (journey-level) purchasing activities related to the acquisition of equipment, supplies, and services for the Monitoring Division (MD) of the Texas Commission on Environmental Quality (TCEQ). Performs duties related to the purchase of technical equipment, materials, supplies and services to include: researching suppliers; soliciting, evaluating and awarding bids; assisting with developing, preparing and revising bid specifications; monitoring the receipt of goods and preparing receiving reports; interpreting purchasing policies, procedures and advising staff regarding state and agency purchasing regulations; developing and implementing improvements to the divisions purchasing program. Reviews and tracks division purchases; maintains spreadsheets, databases and files to include documentation related to each purchase; reviews invoices to ensure sufficient funding is available, and to ensure compliance with Prompt Payment Law. Reconciles division purchases and ensures accuracy of accounting databases such as Uniform State Accounting System (USAS) and Budget Accounting Monitoring System (BAMS); prepares procurement form change requests to ensure proper utilization of funds; verifies the outstanding encumbrances and initiates the appropriate methods for correcting errors or liquidating remaining funds; works with division budget staff to ensure proper and timely use of funds. Interprets agency and division policies and/or procedures, participates in safety training, and remains current regarding agency training. Completes special projects and/or other duties as assigned timely and accurately.

### **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 preparing solicitations for bids and reviewing bids received from vendors.

Experience interpreting and translating state procurement laws and regulations and applying guidelines to implement purchases.

Certified Texas Purchaser (CTP)

Experience reconciling expenditures to include auditing invoices and/or resolving disputes related to payment or receipt of goods.

**Special Requirements:**

Moving up to 10 pounds of paper.

Traveling up to 5% of the time.

**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 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