

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
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State Title: Purchaser III
Functional Title:
Job Posting: 16116
Monthly Salary: \$2909.83 - \$3191.34
Salary Group: B16
Posting Date: 01/07/2016
Close Date: 01/22/2016
Section/Division: Procurements & Contracts Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2407

Job Description:

Reviews and examines the Procurement and Contracts Unit procurement documents and records to ensure compliance with state statutes and internal requirements for the acquisition of goods, services, and equipment for programs of the Texas Commission on Environmental Quality (TCEQ). Conducts daily desk reviews of procurement documentation to evaluate compliance with State regulations and TCEQ documented processes. Develops audit checklists for management approval and use in desk reviews. Develops and maintains documentation of reviews and reports; and routinely communicates findings to Procurement and Contracts Section management. Develops, plans, organizes, and coordinates specifications of a specialized nature to include best value criteria for commodities and services to meet customers' needs; and prepares related procurement documents as necessary. Assists agency program areas in planning, scheduling, and developing solicitation activities; prepares solicitation and procurement documents; and reviews and tabulates bids to determine lowest price and best bid. Maintains updated information with regard to federal and state procurement laws. Assists with training for agency staff through the development of training material, and presentations. Conducts a weekly desk review of Program Area entries of contractor time sheets into the Contractor Timekeeping system (CTS) for the Contract Workforce program.

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

Minimum Qualifications:

Certified Texas Purchaser's (CTP) certification.

OR Graduation from an accredited four year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus one year of full-time experience in procurement.

OR Three years of full-time experience in procurement or in administrative capacity* involving purchasing experience/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 performing compliance evaluations.
Experience with State of Texas procurement laws and rules.
Experience with purchasing and/or contracting activities with the State of Texas.
Experience researching Legislative statutes.
Experience writing, editing, or updating procedure manuals.
Experience preparing and providing reports for management review.

Special Requirements:

Moving up to 20 pounds of paper/files.

Traveling up to 5% of the time.

Certified Texas Procurement Manager (CTPM) certification is required; must obtain CTPM certification within twelve (12) months of hire date. Must have a minimum of 3 years purchasing experience in order to become CTPM certified in accordance with CPA/TPASS rules. Must take the required coursework (Basic, Advanced and CNC) classes prior to testing while meeting the required timeframe as stated.

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