

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Purchaser V
Functional Title:
Job Posting: 16217
Monthly Salary: \$3763.16 - \$4026.58
Salary Group: B20
Posting Date: 04/06/2016
Close Date: 04/20/2016
Section/Division: Procurements & Contracts Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1925

Job Description:

Plans, develops, implements and completes purchases and related administrative functions associated with the acquisition of goods and services for the Texas Commission on Environmental Quality (TCEQ). Develops, plans, organizes, and coordinates specifications of a specialized nature to include best value criteria for commodities and services to meet customers' needs. Prepares procurement documents as necessary. Assists agency program areas in planning, scheduling, and developing solicitation activities; prepares solicitation and procurement documents; reviews bids for completeness and compliance prior to the processing of invitation for bid; negotiates with vendors; and maintains updated information with regard to federal and state procurement laws. Develops and revises purchasing guidelines, procedures, policies, rules, and regulations as required. Provides training and guidance to the agency on procurement procedures and guidelines. Serves as liaison to all divisions, and state and federal agencies. Attends monthly Historically Underutilized Business (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.

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

Minimum Qualifications:

Certified Texas Procurement Manager's (CTPM) certification plus one year of full-time experience in procurement beyond certification.

Preferred Requirements:

Experience: Public sector procurement or contract experience (local, state, and/or federal)

Training Certification:

Certified Texas Purchasing Manager-CTPM.

Certified Texas Contract Manager-CTCM.

Special Requirements:

Moving up to 20 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 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