

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Purchaser III  
**Functional Title:**  
**Job Posting:** 16225  
Monthly Salary: \$2909.83  
Salary Group: B16  
Posting Date: 04/11/2016  
Close Date: 04/26/2016  
Section/Division: Water Quality Planning Div Suppt Section/ Water Quality Planning Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 0517

### **Job Description:**

Provides purchasing support for the Water Quality Planning (WQP) Division of the Office of Water of the Texas Commission on Environmental Quality (TCEQ). Processes purchase requests for the Sugar Land Laboratory; obtains quotes on specialized procurement requests for WQP; determines lowest quotes and prepares related documentation; reviews specifications to ensure merchandise meets requirements; requisitions supplies and capital equipment; coordinates with TCEQ Information Resources, Procurements and Contracts, and Financial Administration representatives regarding purchase requirements, i.e. contract, catalog, bid requirements, invoicing, and receiving reports; reviews, evaluates, and revises specifications used as basis for bid on commodities; submits procurement documents to Procurements staff for review and the posting of bid invitations to vendors; and inspects and rejects items that do not meet specification. Enters procurement data into the budget tracking system; maintains a database of all purchases and contracts for the office; ensures database is accurate and up-to-date; and produces documents (procurement forms, reports, forms) for a variety of databases. Works closely with Project Managers to evaluate needs, and advises on proper interpretation and application of purchasing policies and procedures; attends trainings/meetings to obtain information pertinent to specialized procurements for the office; and trains staff on purchasing policies and procedures. Assists the Budget Analyst in tracking encumbrances and payments in the state accounting system.

**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 in State of Texas purchasing.

Certified Texas Procurement Manager.

Experience obtaining quotes, purchasing scientific lab and/or technical equipment and supplies.

**Special Requirements:**

Moving up to 10 pounds of supplies/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