

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Purchaser III  
**Functional Title:**  
**Job Posting:** 16330  
Monthly Salary: \$2909.83 - \$3467.04  
Salary Group: B16  
Posting Date: 07/22/2016  
Close Date: 08/05/2016  
Section/Division: Water Quality Admin Section/ Water Quality Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 7715

### **Job Description:**

Performs advanced purchasing activities related to the acquisition of equipment, supplies, and services for the Water Quality Division (WQD) of the Texas Commission on Environmental Quality (TCEQ). Coordinates purchases of equipment, materials, supplies and services for the WQD; researches available suppliers; solicits, evaluates, and awards bids; reviews purchasing reports; interprets purchasing policies and procedures, and advises management on state and agency purchasing regulations. Monitors the receipts of goods, checks for damages, and prepares related documents. Tracks division purchases; maintains spreadsheets, databases, logs and files to include documenting activity related to each purchase; completes bid tabulation process; tracks expenditure levels; and ensures compliance with purchasing guidelines and the Prompt Payment Law. Serves as the primary point of contact with vendors and Financial Administration on procurements by initiating and responding to calls, and preparing correspondence and reports. Reviews monthly and quarterly reconciliation reports; assists in reconciling expenditures, identifying incorrect payments activity, and verifying and correcting errors; and researches documentation from Budget, Accounts, & Monitoring System (BAMS). Organizes the publications of public notices throughout the State of Texas in major city newspapers; and maintains contact records. Interprets agency and division policies and/or procedures; and remains current regarding agency training. Completes special projects and/or other duties as assigned timely and accurately.

### **Military Occupational Specialty (MOS) Codes:**

51C, 89A, 92A, 92Y, 92Z, 51C, 51Z, 90A, 920A, 920B, LS, 310X-SC, 651X-LDO, 751X-CWO, SK, 420, 020, 28, 33, 35, F&S, FIN10, MGT16, 3000, 3043, 3044, 4100, 4133, 6672, 8060, 0402, 3002, 3006, 3010, 4130, 6602, 6604, 8057, 8058, 8059, 8060, 8061, 2GoX1, 2SoX1, 6CoX1, 20Co, 21RX, 63AX, 63Go, and 63So

### **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 working with government or public sector purchasing procedures; or contract experience with local, state or federal policies and procedures.

Experience obtaining quotes; and purchasing equipment, supplies, materials and/or services.

Experience reconciling expenditures and identifying incorrect payment activity.

Experience purchasing with a ProCard/Credit Card.

**Special Requirements:**

Moving up to 20 pounds of paper/supplies.

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