State Title: Purchaser III  
Functional Title:  
Job Posting: L20276 (Re-Opened)  
Monthly Salary: $2909.83 - $3200.00  
Salary Group: B16  
Posting Date: 06/12/2020  
Close Date: 06/29/2020  
Section/Division: Operations Section/Information Resources Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One  
Position #(s): 2469  

Applicants who previously applied will still be considered and do not have to re-apply  

Job Description:  
Coordinates the procurement of equipment, supplies, and services for the Information Resources Division (IRD) of the Texas Commission on Environmental Quality (TCEQ). Purchases equipment, supplies, and services for the IRD; researches available suppliers; solicits, evaluates, and recommends awarding of bids; monitors the receipt of goods; and prepares receiving reports. Interprets purchasing policies and procedures, and advises IRD staff regarding state and agency purchasing regulations. Tracks division purchases; maintains spreadsheets, databases, and files, and documents activity related to each purchase; reviews invoices to ensure sufficient funding is available and compliance with Prompt Payment Law; and serves as liaison with Financial Administration regarding specific purchases. Reconciles division purchases and ensures accuracy of accounting databases such as the Uniform State Accounting System (USAS); prepares procurement form change requests to ensure proper utilization of funds; verifies outstanding encumbrances and initiates appropriate methods for correcting errors or liquidating remaining funds; and works with division budget staff to ensure proper and timely use of funds. Trains IRD staff on the procurement process. Develops training materials. Attends training as is necessary to keep knowledge and skills current.
**Military Occupational Specialty (MOS) Codes:**
920A, 28, F&S, MGT16, 3043, 8057, 8058, 8060, and 63AX.

**Minimum Qualifications:**
Graduation from a standard senior high school or its equivalent, plus three years of full-time experience in purchasing.
OR Four years of full-time experience in administrative capacity* involving purchasing experience and responsibilities.
Fifteen semester hours from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for each six months of the required experience.
* 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 with procurement in the public sector or private sector.

**Special Requirements:**
Moving up to 10 pounds of paper and files.
Traveling up to 5% of the time.
The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**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.

**To Apply:**
Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer