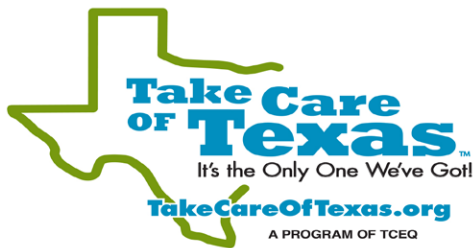


**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

Email applications to: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)

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



[www.takecareoftexas.org](http://www.takecareoftexas.org)

**State Title:** Purchaser V  
**Functional Title:**  
**Job Posting:** L20363 (Re-Opened)  
**Monthly Salary:** \$3763.16 - \$4922.00  
**Salary Group:** B20  
**Posting Date:** 01/15/2021  
**Close Date:** 02/02/2021  
**Section/Division:** Procurements & Contracts Section/Financial Administration Division  
**Work Location:** 12100 Park 35 Circle, Austin, TX 78753  
**Openings:** One  
**Position #(s):** 52348

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

**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 with planning, scheduling and developing solicitation activities; prepares solicitation and procurement documents; reviews and tabulates bids to determine lowest price and best bid; 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. Provides guidance and expertise to agency staff through quarterly meetings. Serves as liaison to all divisions, and state and federal agencies. Attends Historically Underutilized Business (HUB) forums and Comptroller of Public Account (CPA) lecture series. Provides assistance on an "on-call" basis for questions and/or emergencies. Ensures procurement files are well documented and appropriately maintained. Ensures necessary information and documents are maintained in respective databases. Submits and reviews data as required for agency reporting.

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

51Z, 920A, 28, F&S, MGT16, 3043, 8057, 8058, 8060, and 63AX.

**Minimum Qualifications:**

Five years of full-time experience in procurement.

Fifteen semester hours from and accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for each six months of the required experience with a maximum substitution of four years.

**Preferred Requirements:**

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

Certified Texas Purchasing Manager (CTPM) or Certified Texas Contract Developer (CTCD).

**Special Requirements:**

Moving up to 20 pounds of paper and files.

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.

**To Apply:**

Email a State of Texas application to [jobs@tceq.texas.gov](mailto: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