

## 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 III**

**Functional Title:**

**Job Posting: L21017 (Re-Opened)**

Monthly Salary: \$2909.83 to \$3055.32

Salary Group: B16

Posting Date: 01/15/2021

Close Date: 01/25/2021

Division: Water Quality Planning

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One

Position #(s): 51475

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

### **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 WQP, which includes 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 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 Financial Administration staff for review and the posting of bid invitations to vendors; and inspects and rejects items that do not meet specifications. Enters procurements data into the Budget Accounting and Monitoring System (BAMS); ensures information in BAMS is accurate and up-to-date; and produces documents (procurement forms, reports, forms). Tracks purchase orders and requisitions and maintains purchasing tracking spreadsheets for reporting to management and maintains purchasing related files. Works closely with division staff 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. Communicates with management and other agency staff; keeps management informed of developing issues. Processes receipts of purchases, including invoices and packing slips, audits invoices and receipts of materials and checks for accuracy. Assists with inventory, to include assisting with determining operational minimum and maximum inventory levels.

**Military Occupational Codes:**

51Z, 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 State of Texas purchasing.

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

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

**Special Requirements:**

Moving up to 15 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-select 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