

## 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 IV**

### **Functional Title:**

### **Job Posting: L21021**

Monthly Salary: \$3293.41 to \$3458.08

Salary Group: B18

Posting Date: 11/13/2020

Close Date: 12/02/2020

Division: Water Quality Planning

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

Openings: One

Position #(s): 52723

### **Job Description:**

Provides senior-level 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 Water Quality Planning Division, 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, 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 Procurement staff for review and the posting of bid invitations to vendors; and inspects and rejects items that do not meet specification. 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). Audits invoicing and checks for accuracy, receipt of materials, and compliance with Purchase Orders; participates in and/or responds to audit requests related to division purchases. 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/mentors Division staff on purchasing policies and procedures. Develops and maintains purchasing tracking spreadsheets for reporting to management. Assists the Budget Analyst in tracking encumbrances and payments in the BAMS and Uniform Statewide Accounting System (USAS).

**Military Occupational Codes:**

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

**Minimum Qualifications:**

Four years of full-time experience in procurement.

OR Five years of full-time experience in administrative capacity\* involving purchasing experience and responsibilities.

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.

\* 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:**

Certified Texas Procurement Manager.

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

Experience with developing Request for Bids/Invitation for Bids (RFB/IFB), Request for Information (RFI), and/or Request for Proposals (RFP) solicitations.

Experience in State of Texas Purchasing policies and/or TCEQ policies.

**Special Requirements:**

Moving up to 10 pounds of paper/files.

Traveling up to 10% 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