



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-59		
Business Title: Purchaser	State Classification: Purchaser IV	
Salary Group: B19	Salary: \$4,400.00 - \$6,000.00 (month) \$52,800.00 - \$72,000.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 02/13/2024	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Financial Services		Program: Financial Services

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs highly complex (senior-level) purchasing work for the Procurement Program. Work involves planning, organizing, coordinating, and preparing specifications and procurement documents. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Prepares and reviews requisitions for accuracy, completeness, and compliance with applicable policies, procedures, rules, and statutes prior to processing.
- Develops supplier qualifications, solicitation documents, specifications, evaluation criteria, and pre-award survey requirements.
- Prepares and solicits competitive bid invitations; requests for offers; and coordinates evaluations and award processes.
- Conducts procurement evaluations in accordance with established procedures.
- Utilizes the internet to research specifications and/or vendors for added value to solicitation process.
- Makes recommendations for annual contract awards, awards contracts, and monitors the contract throughout the procurement cycle.
- Complies with HUB Program in the contract award process.
- May perform cost analyses and negotiations in conjunction with contract awards.
- Advises assigned division representatives on proper interpretation and application of purchasing statutes, rules, and procedures.
- Coordinates and facilitates pre-bid conferences and formal meetings with bidders/vendors.
- Initiates and approves emergency purchases.
- Assists in the development of standard specifications.
- Assists in preparing and revising specifications.
- Submits vendor performance reports; assists in resolution of vendor performance issues.
- Serves as Team Lead overseeing spot purchases, contract purchases, and informal bids.
- Train and monitor Purchaser III positions for compliance with agency policies and procedures.
- Assign and/or supervise the work of others.
- Performs related work as assigned.

REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)

EDUCATION AND EXPERIENCE:



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- Three (3) years' experience in state or public purchasing.
- One (1) year experience supervising others.

REGISTRATION, CERTIFICATION OR LICENSURE:

- Certified Texas Contract Developer (CTCD), preferred. Certification required within six months from the date of hire.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of public purchasing laws, policy, methods and procedures, purchasing sources, and general and technical specification development and application. State of Texas requirements, preferred.
- Considerable knowledge of the purchasing policies and procedures, particularly as relates to statewide procurement programs and best value contract awards.
- Knowledge of HUB "Good Faith Effort" requirements and procedures.
- Proficient skill in working with customers to develop specifications, identify program needs and risks, developing evaluation criteria; analyzing and organizing technical data.
- Proficient skill in the use of personal computers and applicable programs including Microsoft Word, Excel, Outlook, PowerPoint, Teams and Zoom applications.
- Ability to read, understand, and adhere to departmental policies and procedures, and the laws controlling state purchasing operations.
- Ability to provide customer service.
- Ability to prioritize tasks and workload, meet deadlines, and work in a changing environment.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

- This position functions in a standard office environment. There are no unusual dangers involved.

WORK SCHEDULE:

- 8:00 am to 5:00 pm, Monday through Friday.
- Must be able to work flexible hours during a legislative session and as needed.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, 36A Financial Manager, LS Logistics Specialist, 310X SC-Supply Corps Officer, SK Storekeeper, F&S Finance and Supply (Warrant), 3043 Supply Chain and Material Management Specialist, 0402 Logistics Officer, 2G0X1 Logistics Plans, 20C0 Logistics Commander, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

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Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagementandProcurement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16442438

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