



**Working title: Purchasing Manager**

**Class title: Manager VII**

**Posting No.: 0308-26**

**Opening Date: March 20, 2026**

**Closing Date: Open Until Filled**

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 1606

FLSA: Administrative

Salary Group/Salary: B28/\$110,000 - \$125,000/yr.

Division: Administrative

Number of positions: 1

### **General Description**

Performs advanced, highly complex (senior-level) managerial work administering the daily operations and activities for agency purchasing and procurement within the Administration Purchasing Management department and reports directly to the Director of Administration. Work involves establishing goals and objectives for procurement; developing guidelines, procedures, and policies relating to procurement; developing schedules, priorities, and standards for achieving established goals within the department and division; and coordinating and evaluating work done by purchasers. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### **Essential Job Functions**

- Directs all activities for the Purchasing Management team for various types of goods and services for agency business needs.
- Ensures effective management of all purchasing management work and communication with all stakeholders.
- Manages all activities for the Purchasing Management team by:
  - Developing and establishing team goals and objectives; developing and approving schedules, priorities, and standards for achieving goals; and managing activities of staff.
  - Formulating best practices and guidelines for purchasing management functions.
  - Analyzing proposed statutory changes and preparing fiscal notes.
  - Overseeing the development, implementation, and review of procedures related to division activities and responsibilities, and recommending changes that will improve the proficiency, effectiveness, and quality of the division and its employees.
  - Compiling, reviewing, and analyzing data and presenting written and/or oral reports to agency management, Commissioners, and the Legislature.
  - Providing consulting expertise by developing formal procurement training, interpreting purchasing provisions, and providing advice on all facets of procurement issues.
  - Overseeing the implementation of changes resulting from new legislation related to agency purchasing management.
  - Overseeing special investigations, program analyses, research studies, and internal audits related to agency purchasing management.
  - Directing the formulation and execution of long-term strategic plans, organizational policies, and statewide or national initiatives.
  - Leading cross-functional teams and stakeholders in high-impact decision-making, policy development, and operational improvements, including establishing and maintaining partnerships with other government agencies and stakeholders.
- Plans, assigns, and supervises the work of the Purchasing Management team by:
  - Directing and supporting all aspects of personnel recruitment, training and management.
  - Performing employee performance evaluations on direct reports and conducting office reviews to ensure compliance with agency policies, directives, and procedures.
- Oversees the purchase order activities and outcomes by:

- Reviewing purchase documentation for accuracy, completeness, and compliance.
- Performing necessary verifications, including tax status and required federal vendor checks.
- Timely issuing and routing purchase order documents to appropriate division(s) and vendor.
- Assuring proper coding of documents for processing.
- Ensuring all procurement files are complete, accurate, and filed appropriately.
- Tracking the status of requisitions and purchase orders.
- Interacts closely with other divisions relating to procurements.
- Provides necessary documents for Open Records Requests.
- Oversees the preparation of status reports, studies, and specialized financial reports.
- Monitors legal and regulatory requirements pertaining to purchasing.
- Determines most applicable and cost-effective purchasing methods for obtaining goods and services.
- Complies with division and/or agency training requirements.
- Collaborates and keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the agency.
- Demonstrates the ability to use critical thinking to solve problems and identify/implement continuous improvements.
- Demonstrates a spirit of teamwork and support for other members of agency staff while upholding the agency's core values.
- Adheres to all agency personnel policies and performs related work as assigned.

#### **Required and Preferred Qualifications**

- Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field is required. Experience and education may be substituted for one another on a year-to-year basis.
- Five (5) years of experience in accounting-related work, preparing and processing purchase requisitions, and/or the purchasing and procurement of goods and services is required.
- Three (3) years of experience in state or governmental purchasing procedures is required.
- Experience with personal computers to include experience with Microsoft Excel is required.
- Must be willing to travel up to 5% as required.
- Willingness to work extra hours as required.
- Certification as a Certified Texas Contract Manager (CTCM) preferred, or ability to obtain CTCM certification within six months of hire, or as classes are available.
- Certification as a Certified Texas Contract Developer (CTCD), formerly Certified Texas Procurement Manager (CTPM), preferred, or ability to obtain CTCD certification within six months of hire, or as classes are available.
- Considerable experience leading a team or supervising employees is preferred.

#### **Knowledge, Skills, and Abilities**

- Knowledge of local, state, and federal laws and regulations relevant to state procurement.
- Knowledge of purchasing and procurement methods and procedures, state procurement principles and practices, assigned commodities and products on the open market, supply sources, and principles of business administration and accounting.
- Knowledge in business and management principles relating to strategic planning and resource allocation.
- Knowledge of insurance and bonding requirements used in the State of Texas.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Skill in problem solving and in the use of a computer and applicable software.

- Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of recordkeeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively.
- Ability to manage purchasing; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; and to prepare reports.
- Ability to oversee and/or supervise the work of others.
- Ability to exercise good judgment in decision making.
- Ability to maintain an effective working relationship with management and coworkers.
- Ability to communicate effectively.
- Ability to present purchasing information, both orally and in writing, in a clear and concise manner.
- Ability to train others.
- Ability to develop work plans and evaluate program goals.

### **Physical and Mental Requirements**

- Must be able to sit or stand for extended periods of time, work well in stressful situations under strict deadlines, and operate standard office equipment and computer software.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PropertyManagementandProcurement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf)

### **HOW TO APPLY**

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov) by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

### **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

### **E-VERIFY**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

**TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*