Working title: Purchaser
Class title: Purchaser IV
Posting No.: 1015-27
Opening Date: October 21, 2026
Closing Date: Open Until Filled
Location: Bush Building, 1801 Congress Ave. Austin, TX 78701
Class Code: 1933PN
FLSA: Non-exempt
Salary Group/Salary: B19/$61,250.04 - $66,150.00/yr.
Division: Administration
Number of positions: 1

General Description

Performs highly complex (senior-level) purchasing and procurement work within the Administration Division, Purchasing Management department and reports directly to the Purchasing Manager. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Performs purchasing and procurement for various types of goods and services for agency business needs.
- Effectively manages all purchasing management work and communication with all stakeholders.
- Reviews requisitions for accuracy, completeness, and compliance before issuing a purchase order.
- Prepares and distributes bid invitations to vendors, and reviews and tabulates bids and orders to determine lowest and best bids or bids that provide the best value.
- Prepares, reviews, and tracks purchase orders 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 vendors.
    - Assuring proper coding of documents for processing.
    - Making sure all procurement files are complete, accurate and filed appropriately.
    - Tracking the status of requisitions and purchase orders.
- Tracks the status of requisitions and purchase orders in the state and/or agency purchasing systems.
- Monitors legal and regulatory requirements pertaining to purchasing and procurement and consults with legal as deemed necessary.
- Interacts closely with other areas or divisions by:
    - Guiding bid evaluation teams in fair and accurate bid reviews and recommendations.
    - Responding quickly to urgent purchasing requests.
    - Assisting divisions in the drafting of clear and concise bid specifications.
    - Quickly and professionally responding to questions and resolving issues.
- Interacts closely with vendors by:
    - Providing complete and accurate bid specifications.
    - Responding timely to all correspondence with all stakeholders.
    - Treating every vendor fairly and professionally.
    - Quickly and professionally responding to questions and resolving issues.
- Maintains and provides necessary documents for purchasing and procurement operations purposes including Open Records Requests.
- Maintains files and prioritizes workload appropriately.
- Monitors vendor performance to ensure proper and timely delivery of goods and services.
- Administers corrective actions with vendors and negotiate extensions or modifications to contracts.
- Identifies training needs and trains others on procurement applications and educates subject-matter experts regarding purchasing activities to ensure requirements are followed, and criteria are met.
- Complies with division and/or agency training requirements.

- Effectively collaborates and keeps team members including 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 a standard senior high school or GED equivalent is required.
- Three (3) years of experience in accounting-related work, preparing and processing purchase requisitions, and/or the purchasing and contract development of goods and services is required.
- Experience with personal computers to include experience with Microsoft Word and Excel is required.
- Willingness to work extra hours as required. (Extra hours may include working evenings, weekends, and holidays as required.)
- Must have or will obtain the Certified Texas Contract Manager (CTCM) and Certified Texas Contract Developer (CTCD) (formerly Certified Texas Procurement Manager) within one year of employment.
- Graduation from an accredited four-year college or university with major course work in business, public administration, or a related field is preferred.
- Experience with the Centralized Accounting and Payroll/Personnel System (CAPPS) is preferred.
- Experience in state or governmental purchasing is preferred.
- Experience in information technology procurements; specifically, procurements utilizing DIR contracts is preferred.

Knowledge, Skills, and Abilities

- Knowledge of purchasing methods and procedures, state procurement principles and practices, purchasing sources, prices, market factors, product characteristics, and general and technical specifications.
- Knowledge of local, state, federal laws and regulations relevant to state procurement.
- Knowledge of insurance and bonding requirements used in the State of Texas.
- Skilled in the use of personal computers and applicable job-related software.
- Ability to evaluate bids.
- Ability to maintain filing and record keeping systems.
- Ability to interpret policies, procedures and regulations.
- 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.

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

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 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.