



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING

Purchaser IV

Financial Services/Contracting and Procurement Services

Purchaser

\$49,980- \$58,000.08 annually

\$4,165- \$4,833.34 monthly

Posting No: 0101-22

Opening Date: 01/18/22

Group: B18

Closing Date: Until filled

Position: 199

Job Description

The Purchaser is selected by and responsible to the Contracting and Procurement Services Manager and the Director of Financial Services and performs highly complex purchasing work involving the planning, organizing, coordinating, and preparing specifications for purchasing commodities and services; preparing procurement documents; and maintaining detailed records of items purchased, received, prepared, and issued. Ensures internal and external deadlines are met and goods and services are procured in a timely, efficient, and effective manner, while following all state and agency purchasing rules, regulations, and requirements. The Purchaser works under limited supervision with considerable latitude for the use of initiative and independent judgement following TDLR policy and procedures and state rules and regulations. Travel to other agency offices required.

Essential Duties

- Processes requisitions in an automated purchasing system in compliance with established rules, laws, policies and procedures. Reviews requisitions for completeness and compliance with applicable requirements prior to processing invitations for bid, requests for proposals, and other solicitations. May assist in the assignment of requisitions.
- Monitors legal and regulatory requirements pertaining to purchasing; determines most applicable and cost-effective purchasing method for obtaining goods and services.
- Prepares, reviews, and tracks purchase orders and identifies supplies that meet users' needs while adhering to all state purchasing requirements and agency procedures. Coordinates with agency requestors to provide order status and determine acceptable substitutions when necessary.
- Audits invoices and claims received, checking for accuracy, receipt of material, and compliance with purchase orders.
- Processes and validates receipt of purchases.
- Tracks the status of requisitions and purchase orders. Works with management, requesters, subject matter experts, stakeholders, agency staff, and other purchasing staff to identify, manage, and resolve purchasing related issues. Responds to phone and e-mail inquiries from requesters and other staff regarding the status of requisitions, POs and the delivery of goods or services.
- Reports purchases, awards, and vendor performance, as required by agency procedures and state rules and regulations.
- Monitors, tracks, and reports vendor performance. Participates and assists in the dispute resolution process.
- Prepares competitive solicitations, manages the procurement cycle and maintains procurement records. Reviews and tabulates bids, and orders to determine the lowest and best bids or bids that provide the best value and recommends and makes contract awards.
- Prepares formal and informal bid processes, to include reviewing specifications, distributing bid invitations and collecting bid proposals.
- Serves as TDLR's Procurement Card Administrator, providing guidance and support to cardholders, and coordinates with agency staff to facilitate the processing of procurement card reconciliation.

- Collaborates with agency staff on development of contract management planning documents. Reviews contract monitoring activities to ensure project objectives are satisfied and all related tasks are identified, scheduled, and completed on time. Processes related contract documentation.
- Maintains and reviews purchasing and procurement records and the maintenance of files.
- May assist with negotiating contracts, contract renewals, and amendments.
- Facilitates compliance with the agency's good faith effort criteria, promoting the utilization of HUB vendors for all procurements.
- May be cross trained to perform other section tasks in specialized purchases, procurements, and contracts.
- Assists with special projects.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the agency.
- 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.

Minimum Requirements

Three (3) years of progressive purchasing experience or experience in a purchasing-related field in the private or public sector and one (1) year of experience in purchasing for a Texas State Agency required. Experience with enterprise resource planning systems or CAPPS is preferred. Certification as a Certified Texas Contract Developer (CTCD) or Certified Texas Procurement Manager (CTPM) preferred, or ability to obtain CTCD certification within six months of hire, or as classes are available. Certified Texas Contract Manager (CTCM) preferred. Graduation from an accredited four-year college or university with major course work in business, public administration, accounting, management or a related field is preferred and may substitute for one (1) year of the general purchasing experience requirement. Experience in reviewing and writing specifications. Experience in developing formal and informal bid solicitations. Must possess a valid class C driver's license and proof of auto liability insurance. This position requires the ability to drive an agency and/or personal vehicle, as well as the ability to lift heavy boxes, up to 50 pounds.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 51 C- Acquisition, Logistics and Technology, 920 B- Supply Systems Technician, 020- Finance and Supply, 0402- Logistics Officer or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

Remarks

The successful candidate will have: Knowledge of purchasing methods and procedures; of state procurement statutes, principles and practices; of asset record keeping; and, of assigned commodities and products on the open market. Knowledge of reporting procedures; of supply sources; and, of the principles of accounting. Skill in the use of operating a computer using Microsoft Office applications and electronic databases; in problem solving, including asking appropriate questions; and, in identifying resources to obtain necessary information. Ability to understand and carry out complex instructions; to perform mathematical computations; and, to evaluate bids. Ability to develop methods and procedures for locating supply sources; to maintain a system of record keeping; and, to determine acceptable substitutions for products. Ability to establish and maintain effective working relationships with agency employees, vendors and suppliers; to communicate effectively; and, to coordinate multiple work tasks simultaneously and manage conflicting priorities in order to meet

Email or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

TDLR 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.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview