



"Serving Texas Since 1893"

TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Purchaser

State Classification/Title/Salary Group: 1930 / Purchaser I / B12

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 92Y – Unit Supply Specialist, LS – Logistics Specialist, 420 – Storekeeper, 8060 – Acquisition Specialist, 2S0X1 – Material Management 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

Monthly Salary Range: \$ 2320.00 – 2984.92 / month, plus state benefits
(Salary Commensurate with Experience)

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas

Job Posting #: 00003077

FLSA Status: Non-Exempt

Opening Date: September 24, 2018

Closing Date: October 15, 2018

General Description

The Purchaser reports to the Director of Finance and Procurement Services. Performs entry-level purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Essential Job Functions

- Reviews requisitions and may enter requisitions for orders of merchandise, supplies, and equipment using state and federal guidelines, rules, policies, and laws.
- Prepares, reviews, and tracks purchase orders of merchandise, supplies, and equipment using state and federal guidelines, rules, policies, and laws.
- Assists in preparing and reviewing bids and orders to verify accuracy, terminology, and specifications.
- Assists in preparing and distributing bid invitations to vendors.
- Assists in reviewing and tabulating bids and orders to determine lowest and best bids or bids that provide the best value.
- Tracks the status of requisitions and purchase orders.
- Assists in the processing of receipts of purchases.
- Assists in the management, including reconciliation, of agency procurement card program.
- Assists in auditing purchase orders to check for accuracy, completeness, and compliance with all state and federal guidelines, rules, policies, and laws
- Communicates with requesters, staff accountants, and vendors to ensure timely delivery of goods and services.
- Assists in maintaining purchasing and procurement reports, records, and files.
- May assist with emergency purchases.
- Works with requesters, subject matter experts, stakeholders, agency staff and co-purchasing staff to coordinate or resolve purchasing related issues.

- Assists in monitoring legal and regulatory requirements pertaining to purchasing and procurement.
- Performs other related duties as assigned.

Minimum Qualification:

Education and Experience:

- Associate's degree from an accredited college or university.
- Experience using Centralized Accounting and Payroll/Personnel System (CAPPS) is preferred.

Experience in purchasing, accounting, or bookkeeping may be substituted for education on a year for year basis.

Knowledge, Skills and Abilities:

- Knowledge and experience with MS Office productivity software, particularly Word and Excel.
- Ability to evaluate bids and compile reports, to develop methods and procedures for locating supply sources, and to maintain a system of record keeping.
- Ability to communicate effectively both writing and verbally.
- Ability to maintain effective working relationships with a variety of individuals and groups, internal and external to TAHC, including vendors and suppliers.
- Ability to interpret and apply agency, state, and federal policies and regulations.
- Ability to analyze and solve work problems working independently or as part of a team in a customer orientation production environment.
- Skill in problem solving and in the use of a computer and applicable software.
- Ability in managing and completing multiple assignments.
- Ability to support a cooperative and collaborative work environment.
- Knowledge or experience in state of Texas purchasing methods and procedures, purchasing sources, prices, market factors, product characteristics, and specification. Skill in performing market research, and preparing specifications

IMPORTANT: *The TAHC is an emergency response agency.* This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

How to Apply:

To submit your application for employment, follow the link provide below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment.

All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00003077&tz=GMT-05%3A00>

Only interviewed applicants will receive notice of the final disposition of the selection process.

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

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