



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-24</b>		
<b>Business Title: Purchaser</b>	<b>State Classification: Purchaser III</b>	
<b>Salary Group: B17</b>	<b>Salary: \$3,350.00 - \$5,116.00 (month) \$40,200.00 - \$61,392.00 (year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 10/19/2023</b>	<b>FLSA Status: non-exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Financial Services</b>		<b>Program: Financial Services</b>

**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](http://www.WorkInTexas.com).**

Must be able to work flexible hours during a legislative session and as needed.  
Telework 1 day a week once settled in and in accordance with agency policy.

### **JOB SUMMARY:**

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 8 million square feet of state-owned facilities that house over twenty thousand state employees in dozens of state agencies, all working in the service of the citizens of Texas. The Facilities Design and Construction Division oversees construction by state agencies in the State of Texas. The Facilities Management and Operations (FMO) Division oversees a varied property portfolio of office space, storage, warehouses, schools, medical labs, parking lots and garages, and grounds throughout Texas. Our team of over 250 employees provides and contracts for property management, maintenance, landscaping, custodial services, waste management, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents. Our goal is to serve with excellence by providing high-quality work environments that are functional, energy-efficient, and cost-effective to operate.

This position would purchase day-to-day goods and services in support of agency operations. Purchases include small dollar spot purchases (less than \$10,000) from vendors using purchase orders or agency credit cards. Purchaser would also purchase goods and services from existing contracts for IT related goods, agency contingency contracts, and contracts set up by other state agencies.

### **ESSENTIAL FUNCTIONS:**

- Purchase agency spot purchases (less than \$10,000) using purchase order or credit card.
- Make IT-related purchases using contracts set up by the Department of Information Resources (DIR).
- Make purchases through the TxSmartBuy system for term contracts and TXMAS contracts.
- Reviews requisitions for completeness and compliance with applicable requirements prior to processing.
- Assist agency staff with license and certification renewals and purchasing CE credits hours.
- Assists in the development and revisions of standard specifications to streamline purchasing process.
- May assist in fulfilling Open Records requests.
- Performs related work as assigned.
- Assists in preparing and revising specifications.
- Submits vendor performance reports; assists in resolution of vendor performance issues.
- Prepares complex written documents, including contract notification reports, training materials, and formal correspondence to agencies and contractors.
- Train others.
- May travel as required to conduct pre-bid conferences, trade shows presentations, and training.
- May assign and/or supervise the work of others.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited high school.



# Texas Facilities Commission Employment Opportunities

- Two (2) years' experience in requisitioning, purchasing, or customer relations.
- Relevant education may be substituted for experience.
- Experience with CAPPs system preferred.
- Experience with the CAPPs system, preferred.
- 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 & ABILITIES:**

- Preferred working knowledge of public purchasing laws, policy, methods and procedures, and general and technical specification development and application. Non-public procurement experience acceptable.
- Proficient skill in the use of personal computers, internet research, MS Office applications Word, Outlook, Excel, and PowerPoint.
- Ability to read, understand, and adhere to departmental policies and procedures, and the laws controlling state purchasing operations.
- Ability to provide good customer service.
- Ability to handle and prioritize multiple tasks to meet deadlines and keep workflow moving.
- Ability to communicate effectively, both orally and in writing.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://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.

Additional Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagementandProcurement.pdf](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.**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



# Texas Facilities Commission Employment Opportunities

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.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**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: 16254369**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433