



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-29</b>		
<b>Business Title: Warehouse Purchaser</b>		<b>State Classification: Purchaser III</b>
<b>Salary Group: B17</b>	<b>Salary: \$3,875-\$4,500 (month) \$46,500 - \$54,000 (year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri. (flexible)</b>
<b>Location: Parking Garage Warehouse, 1706 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 11/08/2023</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: Facilities Management and Operations</b>		<b>Program: Warehouse Management</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).**

- Flexible work schedule for Monday through Friday with the option to telework on an agreed schedule.
- Must be able to work flexible hours during a legislative session and as needed.

**GENERAL DESCRIPTION:**

Performs complex (journey-level) purchasing and procurement work within the Warehouse and Fleet department. Work involves purchasing commodities, equipment, and services for all trades within TFC agency. Will train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL DUTIES:**

- Purchases services, supplies and equipment of a moderate to highly technical nature within assigned classifications.
- Tracks the status of requisitions and purchase orders in an organized manner.
- Audits invoices and checks for accuracy, receipt of material, and compliance with purchase orders.
- Works with end-users/customers to define services and/or merchandise required; recommend, develop, and monitor the solicitation method and cycle, evaluate submitted bids and proposals; makes recommendations for annual contract awards and monitors the procurement throughout the procurement cycle.
- Requisitions and order merchandise, supplies, and equipment using guidelines, rules, policies, and laws that comply with the state of Texas and CTCM/CTCD.
- Assists with determining operational minimum and maximum inventory stock levels.
- Assists in the development and processing of warehouse procurement.
- Assists in preparing and revising specifications with the Purchasing department.
- Handles procurement card orders and expenditure reporting with Accounts Payable.
- Initiates, approves, and processes of emergency purchases for FMO staff.
- May assign and/or oversee the work of others in the department.
- Manages TFC uniform contract and billing with the assistance of cross-training staff.

**REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)**

- Graduation from an accredited high school (required)
- Two (2) years' experience in purchasing, specification development, planning, scheduling, buying, contract administration, and customer relations, (preferred).
- Experience may be substituted for education.
- Training and certification to the extent required by the Comptroller of Public Accounts
- CTCM certification is required within five (5) months from the date of hire (required)
- CTCD certification, but can be earned within five (5) months (preferred)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Preferred working knowledge of public purchasing laws, policy, methods and procedures, including knowledge of HUB 'Good Faith Effort' and how HUB requirements integrates with solicitations,



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purchasing sources, prices, market factors, product characteristics, and general and technical specification development and application. Non-public procurement experience acceptable.

- Proficient skill in evaluating products, equipment, and services; analyzing and organizing technical data.
- Proficient skill in the use of personal computers, internet research, MS Office applications Word, Excel, and PowerPoint.
- Ability to read, understand, and adhere to departmental policies and procedures, and the laws controlling state purchasing operations.
- Ability to provide customer service.
- Ability to develop methods and procedures to maintain a system of adequate record keeping.
- Ability to handle and prioritize multiple tasks to meet deadlines and keep workflow moving.
- Ability to draft procedures.
- 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.**

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.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



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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.

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**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: 16286384**

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