Texas Historical Commission

FLSA / Functional Job Description

Position Title:	Historic Sites Purchaser
Classification Title:	Purchaser III/IV
Job Posting Number:	19-23
Salary:	$3,752.00 - $4,332.08/month
FLSA:	Exempt
Salary Group/Class #:	B16/1932 – B18/1933
Opening Date:	01/09/2019
Closing Date:	Until Filled
Hours/Week:	40
Duration:	Regular, Full-time
Work Location Address:	1700 North Congress, Austin, Texas (Stephen F. Austin Building)

JOB OBJECTIVE: Perform complex (journey-level) to highly-complex (senior-level) purchasing and procurement work as well as contract management work for the Staff Services Division at the Texas Historical Commission (THC). Work involves planning, organizing, coordinating, and preparing specifications for commodities and services; prepare bid specifications; prepare procurement documents; execute contract documents and manage contracts to completion; prepare and administer large-scale construction contracts; maintain records of items purchased, received, prepared and issued for the agency. Work under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

Purchasing:

1. Process requisitions and order merchandise, supplies, and equipment, including initiating and approving emergency purchases by using, interpreting, and monitoring guidelines, rules, policies, and laws.
2. Prepare, review, and track purchase orders.
3. Review requisitions for completeness and compliance with applicable requirements prior to processing of invitations for bid.
4. Prepare and review bids and orders to verify accuracy, terminology, and specifications.
5. Review and tabulate bids and orders to determine the lowest and best bids or bids that are the best value purchase.
6. Coordinate, review, and distribute bid invitations to vendors.
7. Coordinate and process competitive procurements.
8. Monitor legal and regulatory requirements pertaining to purchasing.
9. Monitor and track contractors' performance. Resolve procurement issues, participates and assists in dispute resolution processes.
10. Oversee receiving, storing, and issuing of items purchased.
11. Maintain requisitions and purchase voucher logs.
12. Prepare or assist with the preparation of required purchasing reports.
13. Maintain vendor files and contracts.
14. Assist agency staff in understanding and following the purchasing process.

HUB Program

15. Assist agency HUB Coordinator and may represent agency at HUB forums, workshops, and seminars.
16. Facilitate compliance with the agency's good faith effort criteria, HUB reporting and marketing and outreach

efforts for HUB participation.

17. Validate vendor submitted HUB Subcontracting Plans and Monthly Progress Reports for compliance.
18. Work with vendors on becoming HUB certified.
19. Prepare or assist with the preparation of required HUB reports.

Contracting

20. Develop solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.
21. Assist in the preparation of specifications for bids.
22. Assist in the development of bid evaluation scoring instruments.
23. Assist in procurement related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scoring.
24. Assist in negotiating contracts, contract renewals, and amendments and may make recommendations to change solicitation, contract boilerplate, and other contract related documents.
25. Prepare purchase contracts and issues purchase orders for awarded bids.
26. Monitor legal and regulatory requirements pertaining to contracting.
27. Maintain contract logs, vendor files and contracts.
28. Provide guidance regarding contract administration, policies and procedures.
29. May train others.
30. Adhere to established work schedule with regular attendance.
31. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

31. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Minimum of one-year (Purchaser III) or three years (Purchaser IV) work experience in the procurement of goods and services for a Texas State Agency;
- Minimum of one-year work experience in contract development, management or evaluation work for a Texas State Agency;
- Work experience in specification development, planning, scheduling, and contract administration for a Texas State Agency;
- Certified Texas Procurement Manager (CTPM) or Certified Texas Contract Developer (CTCD);
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Graduation from a four-year college or university with major coursework in business or public administration, or related field;
- Certified Texas Contract Manager (CTCM) or must obtain within 6-months of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of purchasing and procurement methods and procedures; of contracting regulations; of negotiating contacts; of developing contracts; of state procurement and contracting principles and practices; of assigned commodities and products on the open market; of supply sources; of the principles of business administration and accounting; of reporting procedures; and laws of controlling state purchasing and contracting operations;
- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, access database and excel spreadsheet software;
- Ability to evaluate contracts and recommend future status; to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements; to negotiate features of a contract; and experience with contract databases;

- Ability to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of record keeping, to maintain effective working relationship with vendors and suppliers;
- Ability to train others;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:
Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles;
Must have a Certified Texas Procurement Manager (CTPM);
Must have a Certified Texas Contract Manager (CTCM) or obtain within 6-months of hire.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Veterans: Go to **www.texasskillstowork.com** for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER