Texas Historical Commission
Job Vacancy Notice

Position Title: Historic Sites Purchaser
Classification Title: Purchaser V
Job Posting Number: 23-77
Salary: $5,250.00-$6,387.33/month
FLSA: Exempt
Salary Group/Class #: B20/1934
Opening Date: 06/09/2023
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 advanced(senior-level) purchasing and procurement work as well as contract management work for Procurement and Contract Services Division at the Texas Historical Commission (THC). Work involves planning, organizing, coordinating, and preparing specifications for commodities and services; preparing bid specifications; preparing procurement documents; executing contract documents and managing contracts to completion; preparing and administering large-scale construction contracts; maintaining 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 formal solicitation requests (Requests for Proposals, Invitations for Bids, etc.) by reviewing statements of work, preparing the solicitation document, posting on the Electronic State Business Daily (ESBD), screening proposals, coordinating the evaluation, and awarding the contract.
2. Process requisitions and order merchandise, supplies, and equipment, including initiating and approving emergency purchases by using, interpreting, and monitoring guidelines, rules, policies, and laws.
3. Prepare, review, process, and track purchase orders according to the state of Texas procurement regulations.
4. Process informal procurements including reviewing and tabulating bids and orders to determine the lowest and best bids or bids that are the best value purchase.
5. Establish, maintain, and update procurement files to ensure that the appropriate documentation is present and supports the procurement decision.
6. Monitor legal and regulatory requirements pertaining to purchasing.
7. Oversee receiving, storing, and issuing of items purchased.
8. Maintain requisitions and purchase voucher logs.
9. Prepare or assist with the preparation of required purchasing reports.
10. Assist agency staff in understanding and following the purchasing process.

HUB Program
11. Serve as the agency HUB Coordinator and may represent the agency at HUB forums, workshops, and seminars.
12. Facilitate compliance with the agency’s good faith effort criteria, HUB reporting, and marketing and outreach efforts for HUB participation.
14. Work with vendors on becoming HUB certified.
15. Prepare or assist with the preparation of required HUB reports.
16. May train others.
17. Adhere to an established work schedule with regular attendance.
18. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:
20. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):
• Graduation from a four-year college or university with major course work in business or public administration, or a related field (two years’ work experience related to the essential duties may substitute for one year of college);
• Minimum four years’ work experience in the procurement of goods and services for a Texas State Agency.
• 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, architecture, construction management, project management, engineering, or a related field; and/or
• Significant experience with construction procurement management, including building and renovation construction purchases; and
• Certified Texas Contract Manager (CTCM) certification

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, develop methods and procedures for locating supply sources, to maintain a system of record keeping, to maintain an 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 Contract Developer (CTCD).
ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safe lifting and carrying items weighing up to 50 pounds. Must be able to work extended periods at a computer, and may require working extended hours and some evenings, weekends, and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane. **Telework policy permits up to three days per week of remote work.**

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPs website](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf). 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 the 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:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://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 on the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**