

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PURCHASER IV –
Contracts and Procurement

SALARY GROUP: B18

DEPARTMENT: Contracts and Procurement

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Billy Sanders DATE: 05/12/2016

POSITION #: 003021

I. JOB SUMMARY

Performs highly complex purchasing and procurement work. Work involves planning, organizing, coordinating, and preparing bid specifications for purchasing commodities and services; preparing purchasing documents; and maintaining detailed records of items purchased, received, prepared, and issued. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Purchases goods and services of a highly technical and advanced nature within assigned commodity classifications.
 - B. Reviews specifications for completeness and compliance with applicable requirements, working with agency representatives and vendors to secure full descriptions to be used as a basis for bids on commodities with assigned classifications; coordinates, reviews, and distributes formal and informal bid solicitations to include Invitation for Bids (IFB), Request for Offers (RFO), and Request for Proposals (RFP); prepares and reviews bid tabulations; analyzes bids to determine best value; and negotiates and recommends annual contract awards.
 - C. Corresponds with other agency representatives and vendors regarding purchase requirements, delivery, and quality of merchandise; monitors legal and regulatory requirements pertaining to purchasing; assists in developing standard specifications; assists in preparing and revising specifications; assists in the development of purchasing procedures; and provides technical assistance and interpretation of purchasing policies and procedures to agency staff.
 - D. Assists in overseeing purchasing staff in acquisition functions to include planning, pre-scheduling, and approving specifications and the preparation and distribution of bid solicitations and bid tabulations; and reviews the preparation of purchase orders and the establishment and administration of annual contracts.
 - E. Organizes, assigns, and reviews the work of others; and provides training in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning purchasing or technical program support experience.
3. Experience in state or governmental purchasing and supply preferred.

Must have or be able to obtain a Certified Texas Procurement Manager (CTPM) certificate within twelve (12) months of the date of employment.

Must maintain valid certification(s) for continued employment in position.

Selected applicants without required certification(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of purchasing methods and procedures, purchasing sources, prices, market factors, product characteristics, and general and technical specifications.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes related to purchasing.
3. Knowledge of automated purchasing management systems.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to review technical data and prepare technical reports.
6. Skill to interpret and apply rules, regulations, policies, and procedures.

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7. Skill to research, compile, organize, and present statistical information.
8. Skill to analyze bids and determine best value.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to communicate ideas and instructions clearly and concisely.
12. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
13. Skill in administrative problem-solving techniques.
14. Skill to organize, assign, and review the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.