

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PURCHASER I –
Contracts and Procurement

SALARY GROUP: B12

DEPARTMENT: Contracts and Procurement

Page 1 of 3

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: 03/17/2014

POSITION #: 003023

I. JOB SUMMARY

Performs entry level purchasing work. Work involves purchasing goods and services on the open market; and preparing and processing purchasing documents. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Purchases goods and services within assigned commodity classes on the open market for amounts no greater than \$25,000.00.
- B. Reviews specifications with agency representatives and vendors to secure full descriptions to be used as a basis for bids on commodities within assigned classifications; prepares and distributes formal and informal bid solicitations; prepares and reviews bid tabulations; analyzes bids; and prepares and issues purchase orders.
- C. Corresponds with other agency representatives and vendors regarding purchase requirements, delivery, and quality of merchandise.
- D. Maintains purchasing records and other material to document purchasing activities.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

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 Business Administration, Public Administration, or a related field preferred. Each year of full-time, wage-earning purchasing or technical program support experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Purchasing experience preferred.

Must have or be able to obtain a Certified Texas Purchaser (CTP) certification within twenty-four (24) 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.
2. Knowledge of automated purchasing management systems preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to evaluate bids and compile reports for use in determining successful offer.
5. Skill in problem-solving techniques.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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Page 3 of 3

8. Skill to prepare and maintain complex records and files in an automated system.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill in the electronic transmission of communications.

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.