<table>
<thead>
<tr>
<th>Opening Date:</th>
<th>April 27, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing Date:</td>
<td>Open Until Closed</td>
</tr>
<tr>
<td>Work Location:</td>
<td>Austin, Texas</td>
</tr>
<tr>
<td>Posting Number:</td>
<td>22-77</td>
</tr>
<tr>
<td>Monthly Salary:</td>
<td>$3,500.00 - $4,750.00*</td>
</tr>
<tr>
<td>Group/Class:</td>
<td>B14/B16/B18 - 1931/1932/1933</td>
</tr>
<tr>
<td>Travel %:</td>
<td>5%</td>
</tr>
<tr>
<td>Division/Department:</td>
<td>Finance/PCS/Procurement</td>
</tr>
<tr>
<td>Number of Positions:</td>
<td>2</td>
</tr>
</tbody>
</table>

*Salary commensurate with experience and qualifications

---

**Texas Water Development Board’s Mission**

Leading the state’s efforts in ensuring a secure water future for Texas and its citizens.

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: [http://www.twdb.texas.gov/jobs/benefits.asp](http://www.twdb.texas.gov/jobs/benefits.asp).

---

**Veteran’s Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 36B – Financial Management Technician, 310X – SC-Supply Corps Officer, F&S – Finance and Supply (Warrant) 3044 – Operational Contract Support (OCS) Specialist, 2S0X1 – Material Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

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)

---

**Job Description Summary**

Performs routine (journey-level) to highly complex (senior-level) purchasing and procurement work. Work involves planning, organizing, coordinating, and preparing specifications for purchasing commodities and services, preparing procurement documents, and maintaining detailed records of items purchased, received, prepared, and issued. May train others. Works under moderate to limited supervision, with limited to considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Procurement Department.

---

**Essential Job Functions**

- Acts as liaison between internal and external customers, providing outreach and communication to prospective vendors.
- Requisitions and orders merchandise, supplies, equipment, and services by using, interpreting, and monitoring guidelines, rules, policies, and laws.
- Coordinates, prepares, and distributes various types of bid opportunities to vendors.
- Prepares, oversees, reviews, tracks, and expedites purchase orders.
- Oversees the procurement database.

Female and minority applicants are encouraged to apply.

---

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).
Job Vacancy Notice (cont.)
Posting number_22-77_

- Coordinates the monitoring and tracking of vendor performance.
- Coordinates and processes annual contracts and purchase orders.
- Performs purchasing and procurement work including but not limited to Texas SmartBuy, Department of Information Resources (DIR) contracts, and Statewide Procurement Division (SPD) contracts, Invitation for Bids (IFB), Request for Information (RFI), Request for Qualifications (RFQ), Requests for Proposals (RFP), Requests for Offers (RFO), Request for Applications (RFA), and other open market solicitations.
- Reviews, calculates, and analyze bids to determine best value. Makes award recommendations.
- Prepares and distributes correspondence to departmental staff, vendors, DIR, and SPD regarding updates on product and service literature, clarifying specifications and bid reviews.
- Attends conferences and makes presentations at seminar and meetings pertaining to the Historically Underutilized Business (HUB) Program.
- Ensures the HUB program is utilized to award contracts to eligible HUB businesses to meet the statewide HUB goals in the applicable procurement categories.
- Plans, prepares, and participates in statewide economic opportunity forums in conjunction with the agency's HUB coordinator and other purchasing staff.
- Supports the development of purchasing program guidelines, procedures, policies, rules, or regulations.
- Supports the establishment of purchasing goals and objectives.
- Coordinates the development of and provides training to staff regarding purchasing and procurement practices and policies.
- Monitors legal and regulatory requirements pertaining to purchasing.
- Monitors trend and cost analysis activities.
- Resolves dispute resolutions and protests.
- May initiate and approve emergency purchases.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains confidential and sensitive information.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- **Purchaser II:**
  - Graduation from a standard senior high school or equivalent.
  - Two years of experience in the procurement of goods and services for the State of Texas or other governmental entity.
- **Purchaser III:**
  - Graduation from a standard senior high school or equivalent.
  - Three years of experience in the procurement of goods and services for the State of Texas or other governmental entity.
- **Purchaser IV:**
  - Graduation from an accredited four-year college or university with major coursework in Business Administration, Public Administration, or a related field.
  - Four years of experience in the procurement of goods and services for the State of Texas or other governmental entity.
  - Experience and education may be substituted for one another.

Preferred Qualifications

- Certification as Certified Texas Procurement Manager (CTPM) or Certified Texas Contract Developer (CTCD). If not currently certified, ability to obtain Certified Texas Contract Developer (CTCD) certification within one year of initial employment.
- Experience developing and coordinating solicitations.
Experience with the State of Texas Historically Underutilized Business (HUB) program statute, rules, requirements, and best practices.

Familiarity and experience with the Purchasing module of the State of Texas Centralized Accounting Personnel Payroll System (CAPPS)

**Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to Procurement & Contract Services division and of the principles and practices of public administration.
- Knowledge of purchasing and procurement methods and procedures.
- Knowledge of state procurement principles and practices.
- Knowledge of assigned commodities and products on the open market.
- Knowledge of supply sources.
- Knowledge of the principles of business administration.
- Knowledge of accounting.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in problem solving.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver’s license and driving record that complies with state and agency requirements.
- Ability to workdays that may exceed eight hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to perform arithmetical computations.
- Ability to evaluate program goals.
- Ability to evaluate bids.
- Ability to develop methods and procedures for locating supply sources.
- Ability to maintain a system of record keeping.
- Ability to maintain effective working relationships with co-workers, vendors, and suppliers.

**Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record.
information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.