



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: October 24, 2018

Closing Date: Until Filled

Job Listing Identification Number:

State Class. No. and PayGroup: 1933/B18

State Job Title: Purchaser IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Senior Procurement & HUB
Specialist

Location: Austin, Texas

Monthly Salary: \$4,000.00 - \$4,843.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 10% No

Job Description:

Performs routine to complex procurement work in the Finance and Operations division of the Office of Court Administration. Purchases commodities and services following guidelines, rules, policies, and laws. Coordinates and processes competitive procurements. Maintains detailed records of requisitions, purchase orders, correspondence, and required documentation. Prepares and submits procurement-related reports. Works closely with other procurement staff to prioritize workloads and to ensure requests are processed timely. Coordinates procurement meetings and trainings to keep staff informed of changes to procedures, policies, and regulations. Assists with HUB coordination and serves as a Travel Coordinator. Reports to the Deputy Chief Financial Officer under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Reviews, enters or processes requisitions and determines procurement method based on laws, rules, policies, and regulations.
- Issues and tracks purchase orders; prepares change notices as needed.
- Assists requesters in drafting specifications for commodities and services.
- Develops and coordinates competitive solicitations to ensure compliance with agency and state requirements.
- Reviews and distributes bid invitations to vendors
- Reviews responses for compliance with solicitation requirements.
- Assists with determining evaluation criteria, evaluating offers, and negotiating best value where applicable.
- Provides technical and administrative support related to general procurement issues.

- Assists with the timely management of a shared purchasing email inbox.
- Assists with the timely management of procurement records and files.
- Assists in development of new vendor relationships and participates in vendor forums.
- Supports Historically Underutilized Business (HUB) outreach; assists agency with meeting HUB goals; and attend HUB forums.
- Prepares and submits statutorily required reports related to procurements and contracts.
- Assists with the monitoring and tracking of vendor performance by contacting contract or project managers to request reports and enters data into CPA system.
- Maintains thorough knowledge of State purchasing rules and regulations.
- Assists with monitoring legal and regulatory requirements pertaining to purchasing and procurements.
- Assists in writing procedures related to agency processes for requisitions, purchasing, receiving, and reporting requirements.
- Assists with coordinating and processing travel reservations for agency staff.
- Assists with training staff on purchasing procedures, making travel reservations, and using the procurement module in CAPPs.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- High school graduation or equivalent.
- Three years of full-time State of Texas purchasing experience.
- Certification as a Certified Texas Contract Developer (CTCD); must maintain valid certification for continued employment in position.
- Experience with State of Texas competitive solicitations (e.g. IFBs, RFPs, RFOs).
- Experience utilizing word processing and spreadsheet applications.

Preferred Qualifications:

- Graduation from an accredited college or university with major coursework in business, public administration, or closely related field.
- Four or more years of full-time State of Texas purchasing experience.
- Experience utilizing contracts in the TxSmartBuy System, on the Department of Information Resources (DIR) website, and with Texas set-asides.
- Experience in specification writing, contract writing, contract negotiation, or contract administration.
- Experience supporting a Historically Underutilized Business (HUB) Program.
- Certification as a Certified Texas Contract Manager (CTCM).
- Experience making travel reservations.
- Experience utilizing Centralized Accounting Payroll Personnel System (CAPPs) Financials.
- Excellent written and verbal communication skills.
- Experience with Office365, including: Word, Excel, Access, and Outlook.

Employment Conditions:

- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds Operates

- Must sit for extended periods of time.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

51C, LS, 420, 3000, 2GOx1

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

To Apply:

Submit a complete application through Work In Texas at www.workintexas.com. Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPs but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration 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.

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.