



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** December 4, 2020

**Job Listing Identification Number:** 14279308

**State Job Title:** Purchaser V

**Agency Job Title:** HUB & Purchasing Coordinator

**Monthly Salary:** \$5,000.00 - \$5,500.00

**Remarks:** Salary commensurate with experience.

#### Job Description:

Performs advanced procurement work in the Finance and Operations Division of the Office of Court Administration (OCA). Coordinates and processes competitive procurements and purchases commodities and services following guidelines, rules, policies, and laws. Monitors the maintains the 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 training to keep staff informed of changes to procedures, policies, and regulations. Serves as HUB Coordinator. Reports to the Deputy Chief Financial Officer under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Serves as purchasing team lead by answering technical and administrative questions related to procurement rules and procedures, by assisting with the management of a shared purchasing email inbox, by coordinating formal solicitations, by coordinating the maintenance of procurement records and files, and by assigning and auditing the work of procurement staff.
- Performs advanced purchasing work, including but not limited to TxSmartBuy, Department of Information Resources (DIR) contracts, Statewide Procurement Division (SPD) contracts, open market solicitations, and Requests for Proposals (RFP's) for goods and services over \$25,000.00.
- Assists divisions with drafting specifications for commodities and services.
- Develops or reviews competitive solicitations for completeness and compliance prior to the issuance of invitation for bids; and distributes to vendors upon approval.
- Reviews responses for compliance with solicitation requirements.
- Assists with determining evaluation criteria, evaluating offers, and negotiating best value where applicable.

**Closing Date:** Until Filled

**State Class. No. and PayGroup:** 1934/B20

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, Texas

**Type of Job:**  Full Time  Part Time

**Travel Required:**  Yes 5%  No

- Reviews contracts and grant applications for compliance with procurement rules.
- 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.
- Coordinates Historically Underutilized Business (HUB) outreach; assists agency with setting and meeting HUB goals; and attends HUB forums and coordinates agency sponsorship in forums.
- Prepares and submits statutorily required reports related to procurements and contracts.
- Coordinates vendor performance reporting by contacting contract or project managers to request reports and enters data into CPA system.
- Assists with developing and documenting procedures and training related to requisitioning, purchasing, receiving, and procurement reporting requirements.
- Assists with training staff on purchasing policies, procedures, and CAPPs. May recommend training needs for staff with procurement-related responsibilities.
- Maintains thorough knowledge of State purchasing rules and regulations; and assists with monitoring legal and regulatory requirements pertaining to purchasing and procurements to ensure compliance with laws, rules, and regulations.
- 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:**

- Graduation from an accredited four-year college or university with major course work in business or public administration or related field; may substitute closely related experience for the required education on a year for year basis.
- Three additional years full-time purchasing for a State of Texas agency.
- Current 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 with Microsoft Excel, Word, and Outlook.
- Excellent written communication skills: to be determined by applicant's application, which should have little to no spelling or grammatical errors and be completed fully.

**Preferred Qualifications:**

- Experience with HUB coordination, including mentor-protégé relationship development.
- Experience in contract writing, contract negotiation, contract administration, or Certification as a Certified Texas Contract Manager (CTCM).
- Experience utilizing Centralized Accounting Payroll Personnel System (CAPPs) Financials.
- Knowledge of State of Texas procurement rules and procedures; purchasing methods, and specification writing.
- Skill in problem solving; use of computer equipment and software; evaluating goods and service performance; and leading, assigning, reviewing, or monitoring the work of others.

- Ability to evaluate bids, develop procedures, maintain a system of record keeping, and to maintain effective working relationships.

#### **Employment Conditions:**

- Regular attendance required.
- Must sit for extended periods of time.
- Performs repetitive motion data entry.
- Operates office equipment and computer systems.

#### **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.

36B, 310X, FIN10, 3043, 60CO

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)

#### **To Apply:**

**All applications for employment with the Office of Court Administration must be submitted**

**electronically through [www.WorkinTexas.com](http://www.WorkinTexas.com).** Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled.

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.