



Austin American-Statesman
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Office of Court Administration Megan LaVoie, Administrative Director

Job Posting

Posting Date: 08/18/2025

Job Listing Identification Number: 00051968

State Job Classification: Manager III

Functional Title: Purchasing Manager

Monthly Salary: \$7,000.00 - \$8,126.67

Remarks: Salary commensurate with experience.
Occasional travel may be required.

Closing Date: 09/01/2025

State Class. No. and Pay Group: 1602/B24

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, Texas

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes 5% ☐ No

Job Description:

Performs complex (journey-level) purchasing and procurement work managerial work for the Finance and Operations Division of the Office of Court Administration (OCA). Establishes program goals, coordinates and processes competitive procurements and purchases commodities and services following guidelines, rules, policies, and laws. Maintains the detailed records of requisitions, purchase orders, correspondence, and required documentation. Prepares and submits procurement-related reports. Supervises other procurement staff and prioritizes workloads 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. Certifies agency procurement methods are in compliance with procurement laws as they apply to the judiciary. Reports to the Deputy Chief Financial Officer and works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Manages purchasing team by answering technical and administrative questions related to procurement rules and procedures, by managing the shared purchasing email inbox, by coordinating and/or preparing formal solicitations; by coordinating the maintenance of procurement records and files, by assigning and auditing the work of procurement staff, and serving as the delegated procurement certification authority.
- Performs advanced purchasing work, including but not limited to TxSmartBuy Program, 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.
- Coordinates with divisions on 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.
- Certify that the vendor assessment process as outlined in the Procurement and Contract Management guide is followed.
- Reviews responses for compliance with solicitation requirements.

- Assists divisions in determining evaluation criteria, evaluating offers, and negotiating best value where applicable.
- Reviews contracts and grant applications for compliance with procurement rules, ensuring the best value standard used is documented.
- Reviews, enters or processes requisitions and determines procurement method based on laws, rules, policies, and regulations.
- Work with the agency contract manager to certify that complete procurement files are in place.
- Coordinates and tracks purchase orders; prepares change notices as needed.
- Coordinates Historically Underutilized Business (HUB) outreach; prepares HUB schedule in the Legislative Appropriations Request, 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 with Deputy CFO in developing and documenting procedures and training related to requisitioning, purchasing, receiving, and procurement reporting requirements.
- Coordinates training staff on purchasing policies, procedures, and CAPPs. May recommend training needs for staff with procurement-related responsibilities.
- Assist Senior Accountant on encumbrance and pre-encumbrance review for financial reporting.
- 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.
- Supervise the work of others.
- 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.
- Four additional years of full-time purchasing duties.
- Three years of full-time supervisory experience.
- 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).

Preferred Qualifications:

- Experience in contract writing, contract negotiation, contract administration, or Certification as a Certified Texas Contract Manager (CTCM).
- Experience with HUB coordination, including mentor-protégé relationship development.
- Experience utilizing Centralized Accounting Payroll Personnel System (CAPPs) Financials is strongly preferred.

- Experience working with a State of Texas agency or judicial entity.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of State of Texas procurement rules and procedures; purchasing methods, and specification writing.
- Knowledge of current State of Texas HUB Program procurement requirements.
- Skill in the use of office equipment, computers, and software applications in a windows environment.
- Skill in exercising courtesy, tact and diplomacy in all communications (written and verbal).
- Skill in negotiating with suppliers and vendors to secure best deals and prices for agency.
- Ability to supervise the work of others.
- Ability to make informed, cost-effective procurement decisions and comply with various regulations.
- Ability to evaluate bids, develop procedures, maintain a system of record keeping, and to maintain effective working relationships.
- Ability to establish goals and objectives, organize workloads, and set priorities.

Employment Conditions:

- Regular attendance required.
- Performs sedentary office work.
- Operate standard office equipment and computer systems.
- Travel may be required.
- May be required to move equipment or other materials weighing up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: No military equivalent; Navy: 612X LDO – Operations, Surface; Coast Guard: SEI Enterprise Policy, Planning, Budget, and Management; Marine Corps: 0602 Communications Officer; Air Force: 16GX Air Force Operations Staff Officer; Space Force: No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on 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. 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.