

Employer:	Office of the Governor
Job Title:	Purchaser II – Purchaser IV
Job Type:	Employee
Job Status:	Full Time
Hours / Shifts:	M-F 8-5
Salary Range:	\$2,494.41 - \$5,087.17
Job Location:	Austin, TX
Relevant Work Experience (Time):	2 - 5 yrs
Relevant Work Experience (Education/Position):	Experienced (Non-Manager)
Education Level:	Bachelor's Degree
Job Description:	<p>This Purchaser position is hired to work within the Office of the Governor (OOG), Financial Services Division and is responsible for performing a variety of purchasing work, including commodities, equipment, and services. Prepares, reviews, and tracks Purchase Orders (POs); audits invoices; verifies accuracy of records and maintains well-organized purchasing files and records. The position classification title for the position to be filled (i.e., Purchaser II, Purchaser III or Purchaser IV) will be determined by the hiring Division Director based on job-related credentials. Purchaser III and Purchaser IV classifications will demonstrate more advanced knowledge of State of Texas purchasing methodology. By contrast, the Purchaser II level will be assigned duties of a well-defined, more routine nature. The Purchaser II may be gradually assigned projects and duties with a greater scope of responsibility and requiring advanced troubleshooting, analysis, communication skill, more research, and less direct supervision of the assigned duties with increased expectations for deliverables and resolution of business issues.</p> <ul style="list-style-type: none"> • Requisitions and orders supplies, computer equipment, furniture, and publications for all divisions, including initiating and recommending approval to purchase and/or make emergency purchases in accordance with all state and OOG purchasing procedures. • Performs data entry in the Office of the Governor's Financial Information System purchase orders using approved requisitions. • Obtains all informal and formal bids when required and accesses the Internet for the Comptroller of Public Accounts bid list contract information. Performs purchasing and vendor research as necessary to ensure accuracy and to achieve cost savings for the agency. • Attends and actively represents the OOG in HUB forums and quarterly HUB coordinator meetings. • Effectively advises, trains, and assists agency directors and staff in complying with State of Texas and HUB purchasing requirements. • Assists in the development of the agency's procurement plan. • Verifies vendor information on the Uniform Statewide Accounting System. • Reviews contracts to ensure that all necessary procurement procedures have been met. Troubleshoots and resolves potential contract issues. • Reviews requisitions for completeness and compliance with applicable requirements prior to processing invitations for bid. • Timely and accurately responds to department inquiries pertaining to contract procedures. • Handles annual rental/renewals of copiers and equipment. • Prepares and meets all reporting requirements, including semi-annual HUB report data to the Comptroller of Public Accounts. • Submits annual Recycled Products Report to the Comptroller of Public Accounts. • Ensures compliance with purchasing laws, rules, and regulations established by the Comptroller of Public Accounts. • Performs all other duties as assigned.
Special Requirements	Graduation from an accredited four-year college or university with a degree in business, public administration or a related field, plus two (2) years of office management, administrative and/or staff support. Must be trained and certified to the extent required by the Comptroller of Public Accounts and have Certified Texas Purchaser (CTP), or Certified Texas Purchasing Manager (CTPM) certification. Experience and education may be substituted for one another on a year-for-year basis.
Contact Person:	Office of the Governor - Human Resources
Contact Phone:	512-463-5873
Contact Email:	humanresources@governor.state.tx.us
Employer Web Site:	http://governor.state.tx.us/employment