

Listing Number: 476-13-05

Opening Date: 03/11/2013

Starting Wage: \$33,633 - \$39,500

Closing Date: Until Filled  
(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Purchaser III

CLASSIFICATION #: 1932

AGENCY: Texas Racing Commission

ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754 WORK LOCATION ADDRESS: Austin, TX

REFER TO: Lane Goetsch By Appointment: Yes \_\_\_ No X TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job \_\_\_  
Temporary \_\_\_ Will terminate on \_\_\_\_\_  
Part Time \_\_\_ Hours/Week \_\_\_\_\_

MERIT SYSTEM: YES X NO \_\_\_

TYPING: N/A X YES \_\_\_ NO \_\_\_ SHORTHAND: N/A X YES \_\_\_ NO \_\_\_  
W.P.M. \_\_\_\_\_ No more than \_\_\_ errors W.P.M. \_\_\_\_\_

TEXAS DRIVER'S LICENSE: YES X NO \_\_\_ Operator X Commercial \_\_\_ Chauffer \_\_\_

TRAVEL REQUIRED: YES X NO \_\_\_ SHIFTS: 1<sup>ST</sup> \_\_\_ 2<sup>ND</sup> \_\_\_ 3<sup>RD</sup> \_\_\_ ROTATING \_\_\_

POSTING APPROVED BY: \_\_\_\_\_

Executive Secretary

DATE: 3/7/13

GENERAL DESCRIPTION:

Performs complex purchasing and procurement work, including HUB, and property management functions. Work involves preparing, organizing, coordinating, and preparing specifications; preparing procurement documents; overseeing the maintenance of detailed records of items purchased, received, prepared and issued. May train others on purchasing and credit card use and requirements. Performs annual property inventory and HUB reporting requirements. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- ◆ Functions as procurement officer, HUB coordinator and property manager for agency.
- ◆ Purchases or oversees the purchasing of supplies and equipment of a highly technical nature for all areas.
- ◆ Posts required purchases to the Electronic State Business Daily.
- ◆ Reviews and/or oversees the review of purchase requests for completeness and compliance with applicable requirements prior to processing invitation for bids.
- ◆ Makes recommendations for annual contract awards, awards contracts, and suggests additional items to contract.
- ◆ Rejects items that do not meet specifications.

- ◆ Submits complaint reports on questionable merchandise.
- ◆ Monitors legal and regulatory requirements relating to purchasing.
- ◆ Assists in the development of standard specifications.
- ◆ Assists in preparing and revising specifications.
- ◆ Maintains and oversees perpetual inventory stock.
- ◆ Prepares HUB and recycled materials purchase reports.
- ◆ Places, maintains, and disposes of surplus property on SPA.
- ◆ Prepares reports for purchasing, HUB and SPA as required.
- ◆ Maintains required certifications.
- ◆ Serves as TBPC facilities contracting liaison.

MINIMUM EDUCATION AND EXPERIENCE:

- ◆ Graduation from an accredited four-year college or university with major course work in accounting, public or business administration, or a related field.
- ◆ Significant relevant work experience may substitute for degree.
- ◆ CTPM or CTP State of Texas certification required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods and procedures, purchasing sources, prices, market factors, product characteristics, technical specifications and general knowledge of HUB and SPA requirements; of warehouse/inventory methods

or procedures, reporting procedures; of accounting policies and departmental policy and procedures; and of accounting principles and procedures, budget controls, and purchasing methods and procedures.

Ability to train others; to perform complex purchases; to develop methods and procedures for locating supply sources; to interpret laws and regulations; to interpret and apply complex procurement procedures; to maintain a system of adequate record keeping; and to communicate effectively.

HOW TO APPLY: Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: Rhoda Campbell, P. O. Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907. Resumes may be submitted in addition to but not in lieu of the employment application.

TEXAS EMPLOYMENT COMMISSION

E-30A (983) \_\_\_\_\_  
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Date Form Completed \_\_\_\_\_