

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400
<http://www.tsbde.texas.gov>

PURCHASER I

Position: Purchaser I	Salary: \$3,000 to \$3,400 per month (\$36,000 - \$40,800 annually)
Classification Number: 1930 Group: B12	Posting Date: June 13, 2019
Listing Number: 504-19-016 FLSA Status: Non-Exempt	Closing Date: Until Filled
Contact: Human Resources at HR@tsbde.texas.gov	

GENERAL DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. The agency currently is authorized to employ 59 FTEs and has 11 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Purchaser performs entry level purchasing, procurement and finance work for the Finance Division. Work involves purchasing and procuring commodities, equipment and services using guidelines, rules, policies and laws. Must be a dependable, reliable, team oriented, self-motivated individual who has the ability to adapt to change. Full time employment (40 hours per week) is required. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

1. Prepares daily revenue batches for all money received by mail.
2. Opens and processes mail accordingly.
3. Creates purchase orders (PO) and orders merchandise, supplies and equipment using guidelines, rules, policies and laws.
4. Prepares, reviews and tracks purchase orders.
5. Prepares and reviews bids and orders to verify accuracy, terminology and specifications.
6. Prepares and distributes bid invitations to vendors.
7. Reviews and tabulates bids and orders to determine lowest and best bids or bids that provide best value.
8. Audits invoices and checks for accuracy, receipt of material and compliance with purchase orders.
9. Tracks the status of purchase orders.
10. Responds to phone and email inquiries from requesters and other staff regarding status of POs and the delivery of goods or services.
11. Processes receipts of purchases.
12. Maintains and reviews various purchasing and procurement reports and records and maintains accurate and well organized files and records.
13. Assists with making agency travel accommodations and processing travel vouchers in accordance with the Texas Procurement and Support Services (TPASS).
14. Successfully completes and supports Historically Underutilized Business (HUB) outreach and participates in procurement related events.
15. Maintains division logs, files and reports.
16. Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Six months experience in the purchasing and procurement of goods and services. Graduation from an accredited four-year college or university with major coursework in business, public administration or a related field is generally preferred.

The salary range for this position is \$3,000 to \$3,400 per month depending on qualifications.

PREFERRED QUALIFICATIONS: Knowledge of state purchasing laws and experience with Department of Information Resources contracts, Comptroller of Public Accounts term contracts/Smartbuy System, TXMAS contracts, Texas Industries for the WorkQuest contracts, Texas Correctional Industries contracts and the HUB program.

Experience with CAPPS financial modules.

Certified Texas Purchaser (CTP).

Certified Texas Contract Developer (CTCD) or (CTPM)

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of purchasing and procurement methods and procedures, of state procurement principles and practices, of assigned commodities and products on the open market, of supply sources, and of the principles of business administration and accounting.

Skill in problem solving and in the use a computer and applicable software.

Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of record keeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are 8:00 AM – 5:00 PM, Monday through Friday.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

Military Crosswalk Information can be accessed at

<http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe Street, Suite 3-800, Austin, TX 78701, or faxed to (512) 463-7452. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Anthony Solis at (512) 475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. Non-exempt employees in jobs covered by FLSA who actually work in excess of 40 hours per week in a workweek receive time off at a time-and-one half rate as the primary method of compensation in lieu of cash payment.