

**Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701**

512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

PURCHASER III - Amended

Position: Purchaser III Full time (40 hrs/wk)	Salary: \$3,200 - \$3,600 per month (\$38,400 - \$43,200 annually)
Classification Number: 1932 Group: B16	Posting Date: November 10, 2015
Listing Number: 5041606 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: January 15, 2016
Contact: Aisha Vaz; hr@tsbde.texas.gov ; (512) 475-0975	

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. As of September 1, 2015 the agency is authorized to employ 58 FTEs and has 15 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 is a team member of the Finance and Administration Division and will report to the Director of Finance and Administration. The Purchaser will serve as the primary purchaser for the agency. The Purchaser will also perform other related activities such as batching agency revenues. The successful candidate will be a team player who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, regulations and requirements and that all financial records are properly created and maintained. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Purchases commodities and services according to all Texas procurement laws.
- Reviews tabulations and analyzes bids to determine the lowest and best responses.
- Prepares and reviews specifications to secure an effective contract (Purchase Order).
- Prepares and advertises solicitation documents.
- Prepares, tracks, and monitors purchase orders.
- Maintains a perpetual inventory on commonly used supply items.
- Maintains accurate and well-organized purchasing files and records.
- Enters and verifies vendor information in the Uniform Statewide Accounting System (USAS) through the Texas Identification Number System (TINS).
- Prepares and meets all reporting requirement including State Use, Historically Underutilized Business (HUB), Recycled Materials, and Procurement Plan.
- Responds timely and accurately to inquires pertaining to purchasing or contracting matters.

- Batches all revenue received through the mail.
- Provides excellent customer service to both internal and external customers.
- Serves as backup to the Staff Services Officer.
- Performs related work as assigned.
- A valid Texas driver's license is required.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited high school or successful completion of GED certification required. Graduation from an accredited four-year college or university with major course work in business, public administration, or related field is generally preferred.

EXPERIENCE: Certified Texas Purchasers (CTP) or equivalent required. Two years purchasing experience required. Experience in State of Texas purchasing procedures and specification writing preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of purchasing methods and procedures, of commodities and products on the open market, and of supply sources.
- Knowledge of Texas Comptroller of Public Accounts rules controlling state purchasing operations.
- Ability to apply state purchasing policies and procedures as published in the Texas Contract Management Guide and the Texas Procurement Manual.
- Ability to tabulate and evaluate bids.
- Knowledge of current HUB requirements for procurements for the State of Texas.
- Ability to accurately analyze, interpret and present purchasing data.
- Ability to handle multiple tasks concurrently.
- Ability to maintain strict confidentiality.
- Sound judgment and decision-making; strong attend to detail.
- Skill in using computer, databases, and applicable software.
- Ability to communicate effectively both verbally and in writing.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work well with others and to maintain a positive attitude with callers, and coworkers.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 51C, 89A, 92A, 92Y, 92Z, 51C, 51Z, 90A, 920A, 920B, LS, 310X, 651X, 751X, SK, 420, 020, 28, 33, 35, F&S, FIN10, MGT16, 3000, 3043, 3044, 4100, 4133, 6672, 0402, 3002, 3006, 3010, 4130, 6602, 6604, 8057, 8058, 8059, 8060, 8061, 2G0X1, 250X1, 6C0X1, 20C0, 21RX, 63AX, 63GO, 6350, 51, 89, 92, 51, 90, 92, 30, 41, 66, 80, 04, 30, 41, 66, 80, 2G, 25, 6C, 20, 21, 63. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are normally 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

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.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. 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. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Aisha Vaz 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. TSBDE is an E-Verify participant.