

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, please visit www.WorkInTexas.com

Job Title	Purchaser V	Closing Date	Posted Until Filled
Reports To	Accountant VII	Posting Number	22-16
Salary Group	B20- \$3,763.17 to \$6,149.00 per month	Schedule	Full Time
Insurance Waiting Period	At least 60 day waiting period for health coverage for new employees		

Military Crosswalk

Army	36B, 51C, 89A, 92A, 92Y, 92Z, 36A, 51Z, 920A, 920B	Navy	LS, LSS, 310X, 651X, 751X
Air Force	3F5X1	Marines	3043, 3044, 4100, 4133, 6672, 8060, 8640, 0402, 3002, 3006, 3010, 4130, 6602, 6604, 8057, 8058, 8059, 8060, 8061, 8640
Coast Guard	SK, F&S, FIN10, SEI16		

General Description

Performs advanced purchasing and procurement duties in the Operations Department. Work involves planning, organizing, coordinating, and preparing specifications for purchasing commodities and services; preparing procurement documents; and maintaining detailed records of items purchased, received, prepared and issued. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgement.

Duties and Responsibilities

Purchasing

Requisitions and orders merchandise, supplies, and equipment within State purchasing guidelines. Prepare and review specifications for bids; review and tabulate bids. Prepare and assist with local and emergency purchases. Coordinate and monitor agency purchase requisitions. Prepare, maintain and complete all agency bids for goods and services. Prepares, reviews, and tracks all agency purchase orders. Advise agency representatives on the proper interpretation of and application of purchasing policies and regulations. Maintain proper level of inventory agency supplies. Maintain files of purchase requisitions and document purchasing activities. Communicate with other agency representatives and vendors regarding purchasing requirements, delivery and quality of merchandise. Review and negotiate settlement of vendor complaints. Work with staff to coordinate the purchase of specialized items/services for the agency. Monitor and keep agency management updated on State purchasing issues that affect legal and regulatory requirements. Coordinate administrative flow of purchasing documents with Accounts Payable staff for timely payment of invoices. Assist contract attorney with contract management as needed.

Historically Underutilized Business Program (HUB)

Track and maintain agency HUB vendors and purchases. Prepare monthly report of HUB purchases for Director of Operations. Prepare annual and semi-annual HUB expenditure report. Make good faith effort to meet agency HUB purchase goal.

State Property Accounting (SPA)/CAPPS Asset Management

Oversee and conduct physical inventory of property. Audit inventory on annual basis. Document the transfer and disposition of all agency property. Dispose of surplus property. Ensure an efficient system of property management and control and recommend improvements as needed. Maintain state property accountability records. Assist with receiving and tagging all agency property according to SPA requirements. Update CAPPS/SPA with current and controlled capitalized assets. Keep updated on SPA/CAPPS requirements. Prepare specialized purchasing reports for Managers as requested Prepare annual procurement plan. Performs related work tasks as assigned.

Knowledge, Skills and Abilities

Knowledge of good office techniques and basic accounting principles. Knowledge of State of Texas purchasing methods and procedures.

Education and Experience Requirements

Graduation from an accredited four-year college or university with major course work in business, public administration, or a related field. Two years of purchasing experience may substitute for one year of college or university. Minimum of two years of experience with State of Texas purchasing methods and CAPPs (Centralized Accounting and Payroll/Personnel System).

Environment/Physical Conditions

This position is based in our downtown office in Austin, Texas. The work for this position will be primarily performed in this downtown office location, but occasional travel may be required. Work typically takes place in an environmentally controlled office setting.

The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law. The Texas Board of Nursing participates in E-Verify, and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.