



Texas Facilities Commission

Employment Opportunities

| JOB Vacancy Notice: FY 24-30 | | |
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| Business Title: Purchaser | State Classification: Purchaser VI-VII | |
| Salary Group: B23-B25 | Salary: \$4,850.00-\$9,050.00 (month) \$58,200.00 - \$108,600.00 (year) | Hours/Week: 8:00am-5:00pm, Mon.-Fri. |
| Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701 | | |
| Posting Date: 11/07/2023 | FLSA Status: non-exempt | Hours: 40 |
| Closing Date: Open until filled | Shift Differential: N/A | Openings: 1 |
| Division: Financial Services | Program: Financial Services | |

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 8 million square feet of state-owned facilities that house over twenty thousand state employees for dozens of state agencies, all working in the service of the citizens of Texas. The Facilities Design & Construction Division (FDC) oversees construction by state agencies in the State of Texas. Projects include feasibility studies, design, and construction of new state office buildings, student campuses, or renovations and upgrades within existing buildings. Our goal is to provide state workers with high-quality work environments that are functional, energy-efficient, and cost-effective to operate.

This position would work closely with the FDC division to solicit for architects, engineers, general contractors, or design-build firms to support ongoing project and new initiatives. You will gather project requirements from project managers and other subject matter experts and compile solicitations, facilitate evaluations, compile tabulations, and make recommendations for awards to agency staff and leadership. The position demands strong analytical skills, attention to detail, and the ability to make recommendations upon sound backup documentation and scoring. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

PRE-SOLICITATION

- Develops procurement strategies, including market surveys, supplier qualifications, solicitation documents, specifications, evaluation criteria, and pre-award survey requirements.
- Utilizes the internet to research specifications and/or vendors for added value to solicitation process.
- Prepares and reviews complex requisitions for accuracy, completeness, and compliance with applicable policies, procedures, rules, and statutes prior to processing.
- Prepares and solicits competitive bid invitations; requests for proposals; requests for offers; and coordinates evaluations and award processes.

SOLICITATION PROCESS:

- Coordinates and facilitates pre-bid conferences and formal meetings with agencies and bidders/vendors.
- Collect, compile, and address questions from bidders in a fair manner.
- Review and evaluate responses for responsive submissions.
- Facilitate evaluation process and awards.
- Work with program on negotiation strategies and meetings
- Conduct interviews with top ranked respondents and facilitate interview evaluations and discussions.

AWARD PROCESS:

- Tabulate all responses and work with program and Procurement Director for recommendation for award.
- Performs cost analyses and negotiations in conjunction with contract awards.



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- Provide backup documentation and information for award recommendation and contract drafting and execution by the Legal department.

OTHER DUTIES:

- Provide training and answer questions from program regarding procurement and requisition system.
- May travel as required to conduct pre-bid conferences, trade shows presentations, and training.
- May assign and/or supervise the work of others.
- Performs related work as assigned.

REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)

EDUCATION AND EXPERIENCE:

- Five (5) years' experience in purchasing, specification development, planning, scheduling, and customer relations. Construction experience preferred.
- State or other public purchasing experience preferred.
- Experience with the CAPPs system, preferred.

REGISTRATION, CERTIFICATION OR LICENSURE:

- Certified Texas Contract Developer (CTCD), preferred. Certification required within six months from the date of hire.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of public purchasing laws, policy, methods and procedures, purchasing sources, and general and technical specification development and application. State of Texas knowledge, preferred.
- Experience developing and conducting RFPs for services, one-time, recurring, and ongoing.
- Proficient skill in the use of personal computers and applicable programs including Microsoft Word, Excel, Outlook, PowerPoint, Teams and Zoom applications.
- Ability to read, understand, and adhere to departmental policies and procedures, and the laws controlling state purchasing operations.
- Ability to provide customer service.
- Ability to prioritize tasks and workload, meet deadlines, and work in a changing environment.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

- This position functions in a standard office environment. There are no unusual dangers involved.

WORK SCHEDULE:

- 8:00 am to 5:00 pm, Monday through Friday.
- Telework possible once settled in and in accordance with agency policy.
- Must be able to work flexible hours during a legislative session and as needed.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texas skillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

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Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, 36A Financial Manager, LS Logistics Specialist, 310X SC-Supply Corps Officer, SK Storekeeper, F&S Finance and Supply (Warrant), 3043 Supply Chain and Material Management Specialist, 0402 Logistics Officer, 2G0X1 Logistics Plans, 20C0 Logistics Commander, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagementandProcurement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16283513

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