

## PUBLIC UTILITY COMMISSION OF TEXAS

### JOB DESCRIPTION

<b>Classified Title:</b> Purchaser	<b>Working Title:</b> Purchaser III - IV
<b>Class Code:</b> 1932,1933 <b>Salary Group:</b> B17, B19	<b>Position #:</b> 00073919
<b>FLSA Status:</b> Non-Exempt	<b>EEO Category:</b> Para-Professional
<b>Division:</b> Agency Operations	<b>Supervisor:</b> Director, Financial Resources

#### **GENERAL DESCRIPTION**

Perform complex to advanced purchasing and procurement work in the Financial Resources department. Responsibilities include researching, evaluating, purchasing, and procuring goods and services in accordance with agency procurement policies, procedures, guides, and applicable state laws. Work involves reviewing and processing requisitions, preparing procurement documents, coordinating with vendors and agency staff, and maintaining accurate procurement records. Responds to inquiries related to purchasing and procurement processes and assists in monitoring compliance. Work under general to limited supervision, with moderate to considerable latitude for the use of initiative and independent judgment.

#### **ESSENTIAL FUNCTIONS**

- Assist the Senior Purchaser in the procurement of goods, services, supplies, and equipment in compliance with agency policies and state purchasing guidelines.
- Review and confirm accuracy of requisitions for merchandise, supplies, and equipment in accordance with guidelines, rules, policies, and laws.
- Review and confirm the accuracy and completeness of requisitions, ensuring compliance with applicable statutes, rules, and policies.
- Coordinate procurement activities with agency divisions and vendors to meet purchasing needs.
- Prepare and review bids, bid invitations, and purchase orders for accuracy, appropriate terminology, and clearly defined specifications.
- Process purchase orders and change orders; provide order status updates to internal stakeholders.
- Track and monitor the status of requisitions and purchase orders.
- Review and tabulate bid responses to assist in identifying the lowest and best value bids.
- Verify invoice accuracy by matching receiving reports with purchase orders to ensure compliance.
- Prepare and maintain records and documentation for purchasing and procurement activities.
- Prepares and submit various statutorily required reports related to purchasing activities.
- Maintain an organized and up-to-date electronic filing system of all purchasing documents.
- Assist in monitoring changes in legal and regulatory requirements related to procurement.
- May assist in preparing and submitting HUB and other procurement-related reporting requirements.
- May assist in verifying compliance with purchase order terms during the invoice review process.
- May assist with emergency purchases and obtaining vendor quotes as needed.
- May assist with complex solicitations and contract documentation under the director of the Senior Purchaser.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

#### **MINIMUM QUALIFICATIONS**

- Purchaser III: Associate's degree in business administration, public administration, accounting or a related field **and** a minimum of one (1) year of full-time work experience involving the purchase of goods and services. Certification as a Certified Texas Contract Developer (CTCD) and Certified Texas Contract Manager (CTCM) must be obtained within six (6) months of employment.

- Additional experience may substitute for education on a year-for-year basis.
- Purchaser IV: Associate's degree in business administration, public administration, accounting or a related field, a minimum of two (2) years of full-time work experience as a Purchaser, **and** current certification as a Certified Texas Contract Developer (CTCD) or Certified Texas Contract Manager (CTCM).
- Additional experience may substitute for education on a year-for-year basis.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in business administration, public administration, accounting, or a related field.
- Current certification as a Certified Texas Contract Developer (CTCD) or Certified Texas Contract Manager (CTCM).
- Experience working in a public sector or Texas state agency procurement environment.
- Experience applying the Texas Comptroller's purchasing procedures or statewide procurement rules in a procurement role.
- Experience with the Centralized Accounting & Payroll/Personnel System (CAPPS).

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Knowledge of State of Texas purchasing laws, rules, and regulations.
- Knowledge of procurement procedures, contract development, and contract management practices.
- Knowledge of procurement systems such as CAPPS, or similar enterprise resource planning systems.
- Skill in preparing, reviewing, and processing purchase requisitions, bids, and purchase orders.
- Skill in using Microsoft Office Suite (Excel, Word, Outlook) and procurement-related applications.
- Skill in communicating effectively both verbally and in writing.
- Skill in managing multiple tasks and meeting deadlines with accuracy and attention to detail.
- Ability to interpret and apply relevant purchasing statutes, rules, and policies.
- Ability to analyze bids and purchasing data to make sound recommendations.
- Ability to establish and maintain effective working relationships with vendors, internal customers, and team members.
- Ability to organize, prioritize, and maintain detailed procurement records and documentation.
- Ability to learn and apply new procurement technologies and systems.
- Ability to maintain regular attendance and adhere to the approved work schedule.

### **WORK SCHEDULE**

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

### **PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS**

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

- Regular and punctual attendance.
- Frequent use of personal computers, copiers, printers, and telephones.
- Prolonged periods of sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting objects up to ten (10) pounds.

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JOB DESCRIPTION ACKNOWLEDGMENT**

This is an at-will employment position. This means that your employment is at-will and can be terminated by the PUCT at any time, for any reason, with or without notice, except as prohibited by law. While the PUCT may use progressive discipline, it is not required to do so.

This job description is not to be regarded as a contract. Its primary purpose is to outline the generally required duties, responsibilities, and qualifications for the position of **PURCHASER** at the PUCT. Additionally, it serves to inform the public about the general duties associated with this role.

By signing below, you are confirming that you have read and understand the complete job description, including the at-will nature of the employment with the PUCT and the specific responsibilities of the position.

**SIGNATURES:** *(Please sign and return the signed job description and the electronic file to Human Resources.)*

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature