

**TEXAS MEDICAL BOARD  
STATE JOB VACANCY NOTICE  
Internal/External**

**Job Posting:** 19-503-49  
**Monthly Salary:** \$5,000.00

**Opening Date:** August 6, 2019  
**Closing Date:** Open until Filled

**No. of Openings:** 1  
**Type of Employment:** Full-Time

**WIT#** 5460011  
**Job Title:** Purchaser/HUB Coordinator/Contract Manager  
**Classification Title:** Purchaser V  
**Class No/Sal Grp:** 1934/B20  
**FLSA Status:** Exempt  
**Location:** Austin

**How to Apply:** All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through [www.WorkInTexas.com](http://www.WorkInTexas.com). The first two business days only Veterans can apply. PLEASE NOTE: Work In Texas will be unavailable beginning Friday, August 9th at 6:00 p.m. to Monday, August 19th. During this timeframe, please e-mail your completed state application to [hr@tmb.state.tx.us](mailto:hr@tmb.state.tx.us) or fax in your completed state application to 512.305.7124 After the two business days, it is open for all to apply. A criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose.

**NOTE:** A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 51C, 35, 3006, 3004, 6C0X1, 6C, 3006, 64PX 641X, Additional Military Crosswalk information can be accessed at: <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>

**Agency Information**

We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board's mission to protect and enhance the public's health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401K, vacation and sick leave paid, and other various other benefits.

**General Description**

Performs advanced (senior level) purchasing and procurement work, which involves planning, organizing, coordinating, and preparing specifications, and negotiations in purchasing commodities and services in the open market or by contract. Responsibility involves receipt of department requests for commodities and services, complying with state or agency purchase requirements, completing a purchase order and making appropriate and economical procurement. Responsibility also involves preparing procurement documents, monitoring receipt and providing complete documentation for payment. Work involves handling all types of formal and informal bid invitations. Responsibility includes reviewing contracts, monitoring contract performance and compliance, and maintaining original contract files. Performs complex administrative services for the Agency's Historically Underutilized business (HUB) program. Works under minimal supervision from the Chief Financial Officer with considerable latitude for the use of initiative and independent judgment.

**Principal Duties and Responsibilities**

50% **Purchasing:**  
Serves as agency Purchaser. Advises, prepares and reviews specifications, working with agency representatives and vendors, to secure full technical description of commodities or services to be purchased with the required knowledge of the State of Texas purchasing policies and procedures, particularly legislative mandates and addressing the use of Set Asides (TIBH and TCI), DIR, and HUBS. Requisitions and orders merchandise, supplies, and equipment needed for agency activity. Prepares purchase orders for supplies, equipment, and services. Administers and develops annual service contracts and blanket orders, awards contracts, amends and renews existing contracts. Determines appropriate purchasing and procurement method after review of final decisions and approved purchase request. Prepares and advertises solicitation documents. May distribute bid invitations to vendors, notifies vendors of procurement outcome (award, rejection, denied etc.). Involved in formal and informal bid processes, to include reviewing specifications, distributing bid invitations, and collecting bid proposals. Monitors legal and regulatory requirements pertaining to purchasing. Stays abreast of current purchasing and procurement rules and procedures. Prepares and submits all mandatory reports to oversight agencies and management by required deadlines.

15% **Contract Management:**  
Serves as agency Contract Manager. Oversees, administers, and monitors service contracts and provision of services for compliance with contract terms and conditions. Reviews and manages contracts, monitoring contract performance and maintain all original contract files, bid proposals, and supporting documentation. Prepares and submits all mandatory reports to oversight agencies and management by required deadlines.

- 15%     **HUB Coordination:**  
Serves as agency HUB Coordinator. Serves as liaison for the Financial Services Division relating to the department's HUB program. Monitors HUB program and makes recommendations for updates, improvements and program goals. Attends HUB conferences and meetings. Prepares monthly reports. Prepares semi-annual and annual HUB reports for Statewide Procurement Division (SPD). Implement and manage HUB Mentor-Protégé program. Prepares and submits all mandatory reports to oversight agencies and management by required deadlines.
- 15%     **Document Management:**  
Maintains detailed records of all items purchased, received, returned, repaired, and issued. Maintains files of purchase requisitions and other materials to document purchasing activities. Maintains data and other records necessary to meet reporting needs and provide information to management.
- 5%       Performs other duties as assigned. Prepares special reports and requests as assigned. Assists other team members when needed. Maintains required certifications for duties of the position.

**Experience and Education**

- Graduation from standard senior high school or equivalent is required
- Graduation from an accredited four-year college or university with major coursework in business, public administration or related field is preferred
- Minimum five years of recent experience in state purchasing/procurement required
- Minimum five years of recent experience in state contract management required
- Minimum five years of recent experience in state HUB program required
- Experience with all formal and informal procurement methods required
- Certification as a Certified Texas Procurement Manager (CTPM) or Certified Texas Contract Developer (CTCD) is required
- Certification as a Certified Texas Contract Manager (CTCM) is required
- Experience with Centralized Accounting and Payroll/Personnel System (CAPPs) Financials is preferred
- Work experience and preferred education may be substituted one for the other

**Knowledge, Skills, and Abilities**

- Knowledge of State of Texas purchasing methods and procedures, purchasing sources, product characteristics and specifications; inventory control procedures; state reporting procedures, and principles of accounting
- Knowledge of contract methods, procedures and regulations
- Knowledge of all laws controlling state purchasing and contracting operations
- Knowledge of current HUB requirements for procurements for the State of Texas
- Skill in use of computers, specifically word processing and spreadsheet applications, and other office equipment
- Skill in establishing and maintaining cooperative working relationships
- Skill in providing customer service and working in a team environment
- Accuracy and attention to details
- Ability to communicate clearly, both verbally and in writing
- Ability to develop methods and procedures for obtaining commodities and services for agency operations
- Ability to maintain a system for record keeping
- Ability to evaluate bids, to develop methods and procedures for locating supply source
- Ability to work under stressful situations and in a fast paced environment and prioritize accordingly
- Ability to plan, organize, and prioritize work to meet deadlines
- Ability to consistently display a professional demeanor
- Ability to interpret rules, regulations, policies and procedures
- Ability to demonstrate flexibility and adaptability toward changes in assignments
- Ability to maintain confidentiality
- Ability to adhere to the agency's internal management policies and procedures

**Physical Requirements And/Or Working Conditions of Employment**

The principal job functions are performed in a standard office environment and require :

- Regular and punctual attendance
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under deadlines, as a team player, and in direct contact with others
- Ability to lift boxes up to 50 pounds
- Compliance with all agency policies and procedures, including but not limited to applicable confidentiality, security and safety rules, regulations and standards
- If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

**New Hires/Rehires**

60-day waiting period for health coverage

**Remarks**

Resumes will be accepted with completed State of Texas applications. **If you are selected, you will be called for an interview.** Only applicants who are interviewed will receive written notification of application results.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.