



Purchaser/Budget Assistant

Full-Time | \$40K - \$45K | 7551 Metro Center Drive, Suite 100, Austin, TX 78744

Responsible for performing purchasing and procurement work for the Office of Injured Employee Counsel. Ensures internal and external deadlines are met and goods and services are procured in a timely, efficient and effective manner, while following all state and agency purchasing rules, regulations and requirements. Completes and ensures all mandatory purchasing-related reports are accurate and submitted by required deadlines. Acts as agency's risk manager. Acts as back-up to the budget and reporting analyst. Must be positive, self-starter, organized and Excel expert. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

This position

- purchases goods and services;
- prepares, processes, distributes and posts informal solicitation documents and invitations to vendors;
- tracks the status of requisitions and purchase orders (POs), including blanket orders;
- audits invoices and checks for accuracy and compliance with POs;
- maintains/monitors legal and regulatory requirements pertaining to purchasing and procurement;
- maintains files and reviews purchasing and procurement reports for tracking, quality assurance, and records retention schedule;
- tracks workers' compensation claims filed by agency employees;
- files quarterly and annual reports with the State Office of Risk Management (SORM);
- acts as back-up to the budget and reporting analyst:
 - assists with workload and budget reports to executive staff and other related fiscal responsibilities and special projects; and
 - assists in the preparation of the agency's strategic plan, Legislative Appropriations Request (LAR), legislative reports and fiscal notes, and other special projects.

JOB DETAILS Job Posting #18-044

Title

Purchaser/Budget Assistant

Classification Title

Program Specialist I

Location

7551 Metro Center Drive, Suite 100
Austin, TX 78744

Salary

\$40,000.08 - \$45,000.00
(\$3,333.34 - \$3,750/month)

Travel

5%

Open Date

10/20/2017

Application Deadline

Until Filled

Status

Internal/External

Pay Group

B17

MOS Codes

OS, 641X, 205, 0111, 16GX

Required knowledge

- Microsoft Office (Word, Excel, and Outlook); and
- purchasing methods, procedures, and requirements; and
- laws governing state purchasing operations.

Required skills

- attention to detail;
- organization and time management;
- handling multiple, competing priorities and solving problems;
- use of correct grammar, punctuation and spelling.

Required ability to

- multitask between different assignments and meet deadlines;
- establish and maintain effective working relationships with a variety of individuals and groups; and
- communicate effectively both verbally and in writing with all levels of employees and the public.

Qualifications

Graduation from an accredited four-year college or university. Experience relevant to position requirements may substitute for education on a year-for-year basis.

Additionally, this position requires:

- one year full-time purchasing experience.

Preferences for this position include

- two or more years of full-time experience with State of Texas purchasing procedures;
- experience with Centralized Accounting and Payroll/Personnel System (CAPPS);
- one or more years of budget experience; and
- experience with Automated Budget and Evaluations System of Texas (ABEST).

How to apply

Complete and submit the State of Texas Application or questions to jobs@oiec.texas.gov. Visit www.oiec.texas.gov/contact/jobs.html for more information.

To receive VETERAN'S PREFERENCE

Applicants must provide at least one of the following documents with their State of Texas Application:

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

Military Crosswalk

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: OS, 641X, 205, 0111, 16GX
- Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

Criminal background checks will be conducted on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to OIEC staff.