



TEXAS ANIMAL HEALTH COMMISSION

Serving Texas Animal Agriculture Since 1893

Position Title:	Purchaser		
State Classification/Title/Salary Group:	1931 / Purchaser II / B15		
Monthly Salary:	\$3,248 - \$4,837.08 per month, plus state benefits		
Position Location:	Central Office, 2105 Kramer Lane, Austin		
FLSA Status:	Non-Exempt		
Job Requisition:	00056834	Closing Date:	March 25, 2026

Your Skills. Our Mission. Stronger Together at TAHC! Start your career at the Texas Animal Health Commission as we work together to protect the livestock industry. Whether you're looking to begin your career, apply your current skills and experience, or explore opportunities to innovate, we encourage you to apply! At TAHC, we promote a culture of teamwork, open communication, transparency, and a commitment to educating the public while safeguarding Texas livestock. Join us and make a difference—because protecting Texas agriculture starts with you!

General Description:

Performs routine (journey-level) purchasing and procurement work reporting to the Director of Financial Services. Work includes purchasing and procuring commodities, equipment, and services in accordance with the State of Texas and TAHC guidelines, rules, policies, and laws. Work is performed under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Processes and issues purchase orders for goods, and services in accordance with the State of Texas and TAHC guidelines, rules, policies and laws.
- Reviews requisitions for goods and annual service renewals for accuracy and completeness.
- Independently reviews, tracks, and processes requisitions into purchase orders in CAPPs (Centralized Accounting and Payroll/Personnel System) Financials.
- Reviews and tabulates bid quotes to determine best value.
- Ensures that HUB vendors are considered for purchases.
- Corresponds with agency representatives and vendors regarding purchase requirements, delivery, and quality of merchandise.
- Receives outside vendor calls and is responsible for informing vendors of agency purchasing requirements.
- Audits invoices and checks for accuracy, receipt of material, and compliance with purchase orders.
- Reconciles US Bank's monthly invoices for Financial Services.
- Onboards new vendors by collecting required documentation, verifying compliance, and establishing vendor profiles in USAS (Uniform Statewide Accounting System); coordinates and facilitates corresponding entries in CAPPs to ensure accurate payment processing and statewide financial reporting.
- Maintains and reviews various purchasing and procurement reports, records, and files.
- Assists with emergency purchases.
- Assists with statutorily required reports.
- Performs related work as assigned

Minimum Qualifications:

- One (1) year experience in the purchasing and procurement of goods and services.
- Certified Texas Contract Developer(CTCD) or ability to gain CTCD within first 12 months of hire for non-certified applicants.



Preferred Qualifications:

- Graduation from an accredited four-year college or university with major coursework in business, public administration, or a related field.
- Experience working for the State of Texas.
- Experience using CAPPS Financials Software.
- Completion of the Basic Texas Purchaser Course

Knowledge, Skills and Abilities: Knowledge of purchasing and procurement methods and procedures, state procurement principles and practices, assigned commodities and products on the open market, supply sources, and principles of business administration and accounting. Skill in problem solving and in the use of a computer and applicable software. Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of recordkeeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively.

Other Requirements: Must have a valid Texas driver's license and safe driving record. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check, and an acceptable moving violation record from the Texas Department of Public Safety. Note: Must have reliable transportation. Mileage reimbursed at the current allowable rate.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT: TAHC is an emergency response agency. This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

How to Apply: To submit your application for employment, select Apply Online. Create and/or Login to your online applicant profile and electronically submit your State of Texas Application for Employment. All applications must contain complete job histories, which include job titles, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in fields related to the minimum requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: [Texas State Auditor's Office - Job Descriptions](#)

[CAPPS JOB SEARCH](#)

Equal Opportunity Employer

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.