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Texas Parks and Wildlife Department invites qualified applicants for the Manager III/Purchasing and Contracting Manager position in our Administrative Resources Division. We are accepting applications and other required documents from candidates for this position until 5 PM CDT August 24, 2010. Please find abridged job description immediately following. This position is open as the incumbent is moving into another position with TPWD along the Texas coast.

Please note that while CPM is one of the required professional procurement certifications accepted, preferred certification for this position includes the following:

- CTPM (Certified Texas Purchasing Manager)
- CTCM (Certified Texas Contract Manager)

Position Title: Manager III/Purchasing and Contracting Manager

Agency: Administrative Resources Division, Texas Parks & Wildlife Department (TPWD)

Job Location: TPWD Headquarters, Austin, TX

Responsibilities: The Purchasing and Contracting Manager provides complex managerial work coordinating the activities of the purchasing section, which includes the purchase of materials, supplies and equipment and the contracting section which includes office leases, boat storage leases, radio tower leases, interagency and inter-local agreements, memorandums of understanding, cooperative agreements and general service agreements. Manages the agency credit card program, which consists of procurement, travel, fuel and telephone credit cards. Works under general direction with considerable latitude for the use of initiative and independent judgment. Performs additional duties as assigned. Complies with all Agency, Division, and branch rules, regulations, and procedures.

Working Conditions: (1) Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday; (2) Required to work one weekend per year at the Annual Texas Parks and Wildlife Expo (if applicable); (3) Non-smoking environment in State buildings and vehicles.

TPWD is EOE.

Minimum Qualifications, Experience, License/Certifications and Selection Criteria: see Full details at http://www.tpwd.state.tx.us/business/jobs/postings/?page=10_49_321

Closing Date: 5PM CDT August 24, 2010. State of Texas Application for Employment + required forms at <http://www.tpwd.state.tx.us/business/jobs/>

HOW TO APPLY FOR THIS POSITION: Interested applicants must submit completed State of Texas Application for Employment + authorization/consent form for disclosure of criminal history and copy of official college transcript(s) in order to be considered for this position. State Application, authorization/consent form, EEO form and Veteran's Preference Survey are on-line at http://www.tpwd.state.tx.us/business/jobs/application_process.phtml/business/jobs/application_process.phtml .

Submit completed Application, forms and transcript(s) by 5PM CDT on August 24, 2010 (application deadline) to hr@tpwd.state.tx.us , attn: 10-49-321; or fax them to 512/389-4861, attn: 10-49-321 or US mail them to TPWD-Human Resources, 4200 Smith School Road, Austin, TX 78744; Attn: 10-49-321. Thank you.