

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
Physical Address - 12100 Park 35 Circle, Bldg. A  
Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Contract Spec II  
**Functional Title:**  
**Job Posting:** 16339  
Monthly Salary: \$3081.33  
Salary Group: B17  
Posting Date: 08/01/2016  
Close Date: 08/15/2016  
Section/Division: Procurements & Contracts Section/ Financial Administration Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 0798

### **Job Description:**

Provides guidance and support for programs of the Texas Commission on Environmental Quality (TCEQ) on developing and evaluating a broad range of contracts. Guides TCEQ programs on contracting policies and procedures; planning and scheduling contracting activities; development of solicitation and contracting documents including specifications/statement of work (SOW), minimum qualifications, evaluation criteria, notices, selection procedures, discussions/negotiations, draft agreements, and in recommending the cancellation of current contracts or making recommendations for future contracts. Monitors contracts for compliance with specified terms, state statutes, rules and agency policies and procedures. Ensures proper and timely review and approval of contract-related documents by TCEQ offices and any outside entities as necessary. Ensures assigned contract-related solicitation and contract documents meet minimum TCEQ standards and necessary information is entered into the TCEQ centralized database(s) and is reported to all required entities. Provides guidance and expertise to agency staff as necessary. Serves as liaison to all TCEQ divisions, state and federal agencies, and contract providers. Reviews pertinent and statutorily-required information concerning certain services and outgoing grant contracts and amendments; researches and reviews information concerning proposed solicitations, contracts, grants, amendments, and work orders; and coordinates and facilitates procurement-related meetings such as kick-off, pre-proposal conferences, post-award conferences, discussions, and evaluation team briefings. Develops and revises contract guidelines, procedures, rules, and regulations as required. Attends professional procurement-related trainings and/or professional development activities as necessary.

### **Military Occupational Specialty (MOS) Codes:**

51C, 35, 3044, 3006, 6CoX1, and 64PX

### **Minimum Qualifications:**

Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus one year of full-time experience in contracting or purchasing.

One year of full-time administrative support work which included contracts or purchasing experience may substitute for each 30 semester hours of the required education.

OR Three years of full-time experience in contracting or purchasing.

Note: Must obtain the Texas Contract Manager Certification (CTCM) within twelve (12) months of hire date.

### **Preferred Requirements:**

Experience working with contracts and amendments.  
Experience with public speaking or giving presentations.  
Experience with training or mentoring the public or co-workers.  
Experience coordinating and/or facilitating meetings.

**Special Requirements:**

Moving up to 20 pounds of paper documents or files.  
Traveling up to 5% of the time.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer