

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Contract Spec III
Functional Title:
Job Posting: 16201
Monthly Salary: \$3520.33 - \$4013.18
Salary Group: B19
Posting Date: 03/22/2016
Close Date: 04/06/2016
Section/Division: Procurements & Contracts Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0667

Job Description:

Provides guidance and support for programs of the Texas Commission on Environmental Quality (TCEQ) on the development and evaluation of a broad range of contracts. Assists TCEQ programs on contracting policies and procedures; planning and scheduling contracting activities; developing and evaluating a broad range of contracts, solicitations, and amendments; evaluating information supplied by vendors; preparing solicitation and contract documents including specifications/statement of work (SOW), minimum qualifications, evaluation criteria, notices, selection procedures, bid evaluation scoring instruments, and draft agreements; and recommending the cancellation of current contracts or decisions on future contracts. Monitors contracts for compliance with legal and regulatory requirements and agency policies and procedures. Ensures proper and timely review and approval of contract-related documents, documents meet minimum agency standards, and all necessary information and documentation is entered into the agency's centralized database(s) and reported to required entities. Provides expertise and guidance to agency staff and management; serves as liaison to TCEQ divisions, state and federal agencies, and contract providers. Assists with coordinating and/or re-distributing workload. Reviews pertinent and statutorily-required information concerning contracts and outgoing grants, amendments, and work orders; researches and reviews information concerning solicitations, contracts, grants, amendments, and work orders; coordinates and facilitates procurement-related meetings such as kick-off, pre-proposal conferences, post-award conferences, discussions, and evaluation team briefings; and negotiates contracts, contract renewals and amendments, and makes recommendations for changes such as contract boilerplates and other contract-related documents. Identifies, conducts, and attends professional procurement trainings or development activities as necessary. Develops and revises contract guidelines, procedures, rules, and regulations as required. Assists in evaluating data and recommendations for reporting requirements.

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 three years of full-time experience in contracting or purchasing.

OR Five 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 developing complex solicitations, contracts, and amendments with limited supervision.

Experience with vendor evaluations, tabulations, and vendor negotiations.

Experience with training or mentoring the public or co-workers with procurements and contracts.

Experience coordinating and/or facilitating meetings.

Certification as a Certified Texas Purchaser (CTP), Certified Texas Purchasing Manager (CTPM) and/or Certified Texas Contract Manager (CTCM).

Special Requirements:

Moving up to 20 pounds of equipment, samples.

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 faxed or 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