

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: 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
Fax: (512)239-0111

State Title: Contract Spec I
Functional Title:
Job Posting: 16202
Monthly Salary: \$2805.00
Salary Group: B15
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): 2304

Job Description:

Assists program areas of the Texas Commission on Environmental Quality (TCEQ) on developing contracts and services. Assists with solicitations, contracts, and amendments, identifying provider resources, evaluating supplier information, review and approving contract-related documents, and assisting with contract discussions/negotiations. Recommends the cancellation of or recommendation for future contracts as appropriate. Monitors contracts for compliance with specified terms, state statutes, rules, and agency policies and procedures. Ensures contract information is maintained in the appropriate system(s)/database(s) and is reported to all required entities. Researches and reviews pertinent information concerning solicitations, contracts, grants, amendments, and work orders. Assists in guidance and expertise to agency staff. Serves as liaison to TCEQ divisions, state and federal agencies, and contract providers. 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).

Graduation from a standard senior high school or its equivalent plus one year of full-time experience in contract development, contract management, or purchasing.

OR

Eighteen months of full-time clerical or administrative support work which included contracts or purchasing experience.

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 training 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 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