

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
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State Title: Contract Spec II
Functional Title:
Job Posting: 16220
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 04/07/2016
Close Date: 04/22/2016
Section/Division: Implementation Grants Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 11245

Job Description:

Administers contracts, and provides assistance in the development of contracts and coordination of the contracting process under the Texas Emissions Reduction Plan (TERP) grant program of the Texas Commission on Environmental Quality (TCEQ). Assists with the processing of amendments, de-encumbrances, mail merges, and closeouts and completes these activities in a timely, professional, and accurate manner in accordance with established policies. Assists in developing, updating, and maintaining the approved TERP contract shell(s). Coordinates with agency legal and procurements staff on the review and approval of contract shells, request for application documents, procurement documents, and other contract-related documents. Participates in developing and monitoring progress towards achievement of goals. Assists in tracking the status of contract initiation, development, approval, and execution. Collaborates with work lead to establish priorities and deadlines, and ensures they are met. Reviews grant applications for completeness and eligibility. Assists with the intake and processing of grant applications, includes all processes of grant application review. Provides guidance related to policies, procedures, and subject matter. Enters data related to TERP grant contracts accurately and timely into the TERP Program and agency databases.

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 with contract or grant administration.

Special Requirements:

Moving up to 10 pounds of files and reports.

Traveling up to 10% 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