

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
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Internet: www.tceq.texas.gov

State Title: Contract Spec IV
Functional Title:
Job Posting: 16262
Monthly Salary: \$4023.16 - \$4669.33
Salary Group: B21
Posting Date: 05/17/2016
Close Date: 06/01/2016
Section/Division: Implementation Grants Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0871

Job Description:

Provides contract management support for the programs of the Implementation Grants Section of the Texas Emissions Reduction Plan (TERP) grant program for the Texas Commission on Environmental Quality. Oversees work groups and provides guidance related to policies, procedures, subject matter, and internal management directives for the TERP contract development activities. Plans, coordinates, and serves as work leader for TERP grant program contract development activities. Works with section management to establish priorities and deadlines, and ensures they are met. Assists with personnel management functions, which includes participating in interviewing and developing staff, and providing input into performance management, etc. Coordinates with section management, agency legal staff, and agency contracting staff to develop and maintain procedures, contract shells, and documents to be used for the program. Participates in developing and monitoring progress towards achievement of management objectives, budget estimates, and expenditures. Tracks the status of contract initiation, development, approval, and execution. Provides regular and ad hoc reports on the status of contract development and execution. Assists in reconciling database information with contract and fiscal files. Oversees TERP grant contract amendments and Minor Changes, notification letters, and the revision of reimbursement calculations.

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

OR Seven 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 the Uniform Grant Management Standards (UGMS).
Certified Texas Contract Manager (CTCM).

Special Requirements:

Moving up to 10 pounds of files and reports.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

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