

## 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 IV  
**Functional Title:**  
**Job Posting:** 16314  
Monthly Salary: \$4023.16  
Salary Group: B21  
Posting Date: 07/12/2016  
Close Date: 07/26/2016  
Section/Division: Water Quality Planning Div Suppt Section/ Water Quality Planning Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 4738

### **Job Description:**

Oversees, develops, assesses/evaluates, and conducts fiscal monitoring of professional service contracts and grants for the Water Quality Planning (WQP) Division of the Texas Commission on Environmental Quality (TCEQ). Coordinates and serves as a liaison with other agency staff (Office of Legal Services, Procurements and Contracts, and other TCEQ Offices) on the development of contracts and grants, including amendments, changes, and modifications. Develops and maintains contract and grant tracking spreadsheets for reporting to upper management. Oversees the contract billing process, and resolves discrepancies by defining causes and recommending appropriate corrective actions. Resolves audit exceptions by defining causes of errors and recommending appropriate dispositions. Coordinates the risk assessment process for contract monitoring and planning. Provides guidance to staff regarding contract administration, policies, and procedures. Assists with the development of WQP contract and grant administration policies and procedures. Trains junior staff, and provides technical assistance to Water Quality Planning project managers on contract and grant procedures.

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

51C, 51C, LS, 310X-SC, 651X-LDO, 751X-CWO, SK, 420, 020, 28, 35, F&S, FIN10, MGT16, 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 in developing umbrella contracts; issuing and tracking work orders or grant activities and/or in developing contracts for a state agency or corporation.

Experience working with state contracting procedures and restrictions, and in tracking contract deliverables and expenditures.

Experience participating in contract audits; resolving contract audit findings; and/or in fiscal monitoring.

### **Special Requirements:**

Moving up to 10 pounds of paper/files.

Traveling up to 20% 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