

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 V**

Functional Title:

Job Posting: **L16014**

Monthly Salary: \$4598.66 - \$4920.56

Salary Group: B23

Posting Date: 06/21/2016

Close Date: 07/05/2016

Section/Division: Business Support Section/ Water Supply Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 10068

Job Description:

Provides guidance and support on contracts and special projects for the Water Supply Division of the Texas Commission on Environmental Quality (TCEQ). Oversees, manages and participates in the administration, development, management and procurement of contracts, including reviewing deliverables to evaluate compliance; monitoring contractor performance; ensuring contractual deadlines are met and commitments and deliverables are on schedule; and promoting effective use of state and federal resources. Evaluates Division functions and activities to determine if additional contracts are needed, and makes recommendations for management's consideration. Serves as liaison with agency Procurement and Contract (P&C) staff and the Office of Legal Services (OLS), and others regarding contract and procurement matters. Participates on Agency, Office or Division workgroups and committees. Develops and maintains guidance documents, standard operating procedures and training materials for contract processes and activities; interprets historical, current, and projected data to identify problems, causes, and areas for which contractual changes are indicated; develops strategies to address required changes including new procurements or contractual controls and/or new business processes, and conducts training on new or existing processes; reviews administrative processes for efficiency and identifies issues and/or areas of concern. Serves as the Division's contractual representative for procurement projects including coordinating, planning, initiation and execution of procurements at various levels of completion; monitoring the progress and schedule of procurements; and communicating with end users, stakeholders, management, and other parties. Provides guidance and direction to procurement teams in order to ensure end user goals and objectives are met. Identifies potential risks and difficulties in the procurement and designs strategies to mitigate or avoid them. Provides assistance and serves as the backup to the division fiscal monitor, which involves participating in the development of risk assessments, audit work plans; audit reports/letters etc. Participates in and may lead quality assurance and control of activities including audits and risk assessments, and evaluating compliance of contractors and others with state and federal rules and regulations, contract and/or grant documents, and/or agency policies and procedures. Participates in other internal or external audit activities. Works closely with the PWSSP Grant Manager and Division Budget Liaison to provide input and assist management with determining funding and funding sources for Division activities; provides technical consultation specific to contract items, and provides input to: legislative appropriation requests, additional funding requests, and/or exceptional item requests; and assists with developing, managing and monitoring the division's budget. Evaluates and reviews expenditure data and makes projections to ensure appropriate use of funds. Performs special projects and tasks to facilitate accomplishment of division goals and timelines. Develops, oversees and/or assists with the development of goals, objectives and legislative commitments; mentors and provides training to other staff. Provides technical guidance, support and/or project management for special projects; and assists with media responses and special requests from legislators.

Military Occupational Specialty (MOS) Codes:

51C, 51C, LS, 310X, SC, 651X, 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 five years of full-time experience in contracting or purchasing.

OR Nine years of full-time experience in contracting, purchasing, or in program management* involving purchasing responsibilities.

Note: Must obtain the Texas Contract Manager Certification (CTCM) within twelve (12) months of hire date.

* Program management is work where primary duties consist of planning, organizing, controlling, and directing a division, formal subdivision, or major program of an organization.

Preferred Requirements:

Currently possess Certified Texas Contract Manager certification.

Currently possess Certified Texas Purchasing Manager certification.

Training and/or experience in using PACE and BAMS.

Experience managing or leading projects.

Experience with purchasing processes and procedures.

Experience with TCEQ contract administration policies and procedures.

Experience presenting or providing training on technical and/or non-technical information.

Experience in business analysis.

Experience in the development or implementation of: risk assessments, audit work plans and audit reports/letters etc.

Special Requirements:

Moving up to 15 pounds of administrative materials.

Traveling up to 15% 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