**State Title:** Contract Specialist III  
**Functional Title:**  
**Job Posting:** L20283 (Re-Opened)  
**Monthly Salary:** $3520.33  
**Salary Group:** B19  
**Posting Date:** 06/26/2020  
**Close Date:** 07/13/2020  
**Section/Division:** Monitoring And Fiscal Section/Air Grants Division  
**Work Location:** 12100 Park 35 Circle, Austin, TX 78753  
**Openings:** One  
**Position #(s):** 1790  

**Applicants who previously applied will still be considered and do not have to re-apply**

**Job Description:**  
Administers contracts, assists in coordinating the contracting process, and assists with the development of and changes to contracts under the Texas Emissions Reduction Plan (TERP) grant program of the Texas Commission on Environmental Quality (TCEQ). Develops contracts for the TERP grants programs, including amendments, minor changes, completion of Encumbrance Form Change Requests (EFCR), notification letters, revision of reimbursement calculations, approvals, and execution processes. Reviews grant applications for completeness and eligibility. Assists with the intake, review and processing of grant applications. Provides guidance regarding contract administration, policies, and procedures. Enters data related to TERP grant contracts accurately and timely into the TERP Program and agency databases. Participates in developing goals and monitoring progress towards achievement. Assists in tracking the status of contract initiation, development, approval, and execution. Collaborates with management to establish priorities and deadlines, and ensures they are met.

**Military Occupational Specialty (MOS) Codes:**  
51C, 35, 3044, 306, 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.
OR Five 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 contracts or grants.
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.

**To Apply:**
Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer