State Title: Contract Specialist IV  
Functional Title:  
Job Posting: L20299 (Re-Opened)  
Monthly Salary: $4023.16 - $4505.94  
Salary Group: B21  
Posting Date: 06/19/2020  
Close Date: 07/03/2020  
Section/Division: Procurements & Contracts Section/Financial Administration Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One  
Position #(s): 10073  

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

Job Description:  
Provides advanced guidance and expertise regarding large-scope and/or high-dollar contracts to program areas of the Texas Commission on Environmental Quality (TCEQ). Provides technical assistance to TCEQ programs with contracting policies and procedures; planning and scheduling contracting activities; developing and evaluating a broad range of contracts, solicitations, and amendments; evaluating information supplied by vendors; preparing solicitation and contract documents including specifications/statement of work (SOW), minimum qualifications, notices, selection procedures, bid evaluation scoring instruments and draft agreements. Recommends the cancellation of current contracts or creation of future contracts. Monitors contracts for compliance with legal and regulatory requirements and agency policies and procedures. Ensures proper and timely review and approval of contract-related documents, that documents meet agency standards, and all necessary information and documentation is entered into the agency's centralized database(s) and reported to all entities as required. Reviews and monitors pertinent and statutorily-required information concerning contracts, grants, amendments, and work orders; researches and reviews information concerning solicitations, contracts, grants, amendments, and work orders; oversees or coordinates and facilitates procurement-related meetings such as kick-off, pre-proposal conferences, post-award conferences, and vendor debriefings; negotiates contracts, contract renewals, and amendments, and makes recommendations for changes such as contract boilerplates and other contract-related documents. Identifies, conducts, and attends professional procurement
trainings or development activities as necessary. Develops and/or revises contracting guidelines, procedures, policies, rules, and regulations. Assists in evaluating data and making recommendations for reporting requirements, as necessary. Provides guidance and expertise to agency staff and management; serves as liaison to all divisions, state and federal agencies, and contract providers.

Military Occupational Specialty (MOS) Codes:
51C, 35, 3044, 3006, 6CoX1, and 64PX.

Minimum Qualifications:
A bachelor's degree from an accredited college or university, with major course work in business administration or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus four years of full-time experience performing property management work which included the purchase of building supplies, equipment, or furniture.
One year of full-time experience outlined above will substitute for each year of the required education.

Preferred Requirements:
Experience developing large dollar contracts, solicitations, and amendments.
Experience with vendor evaluations, tabulations, and vendor negotiations.
Experience training or providing guidance to the public or co-workers on procurements and contracts activities.
Experience coordinating and/or facilitating meetings.
Certification as a Certified Texas Purchaser (CTP), Certified Texas Purchasing Manager (CTPM), Certified Texas Contract Developer (CTCD), and/or Certified Texas Contract Manager (CTCM).

Special Requirements:
Moving up to 20 pounds of paper documents or files.
Traveling up to 5% 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.

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