State Title: Contract Specialist III
Functional Title: L20305 (Re-Opened)
Monthly Salary: $3520.33
Salary Group: B19
Posting Date: 06/19/2020
Close Date: 07/03/2020
Section/Division: Division Support Section/Remediation Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One
Position #(s): 8584

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

Job Description:
Provides contracting, purchasing, and procurement services for the Remediation Division of the Office of Waste of the Texas Commission on Environmental Quality (TCEQ). Coordinates, develops, negotiates, and solicits Remediation Division contracts. Serves as liaison with the agency's Procurements and Contracts staff, the Office of Legal Services, the Historically Underutilized Businesses (HUB) Office, and appropriate division staff on procurement and contract issues. Develops division contract coordination procedures; and coordinates contract amendments and contractual change orders. Assists with the preparation of specifications for procurement of contracts. Disseminates contract and procurement information to office and/or division management and pertinent division staff. Reviews, processes, tracks, and reconciles site specific work orders, associated amendments, and contractor invoices submitted for payment of remediation projects. Works with Financial Administration staff, Remediation Division staff, and contractors to resolve billing discrepancies and expedite payments while ensuring compliance with contractual requirements. Maintains the integrity of information in appropriate data systems to include the Contract Administration and Tracking System (CATS), the Budget Accounting Monitoring System (BAMS), and the Uniformed Statewide Accounting System (USAS) for contract management purposes. Enters data related to contracts, subcontractors, work orders, and invoices. Provides training to division staff and contractors regarding invoice billing requirements.

Military Occupational Specialty (MOS) Codes:
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:
Certified Texas Contract Manager.
Experience developing, managing, or procuring contracts in accordance with State of Texas requirements.
Experience reviewing/processing billing or invoice payments.

Special Requirements:
Moving up to 15 pounds of file.
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