

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Contract Specialist IV

Functional Title:

Job Posting: L21022 (Re-Opened)

Monthly Salary: \$4023.16 to \$4379.32

Salary Group: B21

Posting Date: 01/15/2021

Close Date: 02/02/2021

Division: Water Quality Planning

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

Openings: One

Position #(s): 48338

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

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, Financial Administration Division, and other TCEQ Divisions) on the development of contracts and grants, including amendments, changes, and modifications. Develops and maintains contract and grant tracking spreadsheets/databases 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 Codes:

51C, LS, 310X-SC, 651X-LDO, 751X-CWO, SK, 420, 020, 28, 35, F&S, FIN10, MGT16, 3044, 3006, 6C0X1, and 64PX.

Minimum Qualifications:

Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus two years of full-time experience in contracting or purchasing.

OR Six 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, developing contracts for a state agency or corporation and/or developing amendments.

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

Experience communicating with vendors, reviewing/rejecting invoices, and assisting vendors with contract language interpretation.

Special Requirements:

Moving up to 10 pounds of paper/files.

Traveling up to 10% 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-select 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