JOB VACANCY NOTICE
Contract Specialist II-IV

Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR HR@twdb.texas.gov

Texas Water Development Board’s Mission
Leading the state’s efforts in ensuring a secure water future for Texas and its citizens.

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: http://www.twdb.texas.gov/jobs/benefits.asp.

Veteran’s Preference
Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 51C – Contracting Noncommissioned Officer (NCO), 310X – SC-Supply Corps Officer, 651X – LDO-Supply Corps, SEI16 – Acquisition Project Management; 3006 – Operational Contract Support (OCS) Officer, 6C0X1 - Contracting or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at Military Crosswalk for Occupational Category - Property Management and Procurement (texas.gov)

Job Description Summary
Performs complex (journey-level) to advanced (senior-level) contract management and monitoring work. Work involves coordinating, developing, and evaluating a broad range of contracts and amendments. May provide guidance or supervise the work of others. Works under general to minimal supervision with moderate to considerable latitude for the use of initiative and independent judgment. Reports to the Director of the Procurement and Contract Services Division.

Essential Job Functions
- Coordinates and/or develops contracts, amendments and bid solicitations by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.
- Serves as a liaison with internal and external stakeholders to ensure participation is consistent with program, legal, and fiscal requirements.
- Provides guidance regarding contract administration, policies, and procedures.

Female and minority applicants are encouraged to apply.

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

HR-002 (Non-Supervisory)
Revised 5/10/22
• Assists in management of the Procurement and Contract Services Division’s pending work log and tasks.
• Assists with contract reporting, deliverables acceptance and contract related records management. Tracks the status of related tasks using the agency’s information systems.
• Monitors and/or tracks contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies.
• Assists in developing bid evaluation scoring instruments.
• Monitors legal and regulatory requirements pertaining to contracting.
• Evaluates expenditure data and makes projections to ensure appropriate use of funds.
• Complies with purchasing policies and regulations and ensures agency and state procurement procedures are followed in all procurements.
• Coordinates the risk assessment process for contract monitoring and planning.
• May monitor legal and regulatory requirements pertaining to contracting.
• Supports the coordination and facilitation of contracting related meetings such as kick-off meetings, post-award conferences, team briefings, and evaluation scorings.
• May recommend changes to solicitation and contract boilerplate documents and other contract-related documents.
• Assists with developing contract administration policies and procedures.
• May train others.
• Maintains confidential and sensitive information.
• Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency’s records retention procedures and schedule.
• Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
• May serve as backup to purchasing staff.
• May be required to operate a state or personal vehicle for business purposes.
• Performs other duties as assigned.

Minimum Qualifications

• Contract Specialist II:
  - Graduation from a standard senior high school or equivalent.
  - One to two years of relevant experience specific to the contracting process.
  - Additional education may be substituted for experience.
• Contract Specialist III:
  - Graduation from a standard senior high school or equivalent.
  - Three years of relevant experience specific to the contracting process.
  - Additional education may be substituted for experience.
• Contract Specialist IV:
  - Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field.
  - Four years of relevant experience specific to the contracting process.
  - Experience and education may be substituted for one another.

Preferred Qualifications

• Two or more years of work experience in contract development, negotiations, monitoring, or management.
• Contracting experience for the State of Texas or other governmental entity.
• Certification as a Certified Texas Contract Developer (CTCD) or Certified Texas Contract Manager (CTCM).
• Knowledge of state and federal contracting regulations and procurement rules.
• Knowledge of contract development reporting, deliverables, and payment processes.
• Knowledge of policies and procedures of contract management and procurement.
• One or more years of experience with the Centralized Accounting and Payroll/Personnel System (CAPPS)
Knowledge, Skills, and Abilities (KSAs)

- Knowledge of state and federal contracting regulations and procurement rules, of negotiating contracts, of developing contracts, of business administration and accounting principles and practices, and of policies and procedures of contract management in the Contract Services Department in the Procurement and Contract Services Division.
- Knowledge of the State of Texas Centralized Accounting and Payroll/Personnel System (CAPPS).
- Skills in using Microsoft Office programs such as Word, Excel, Outlook, and Teams.
- Skills in formatting of contracts or legal documents.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to evaluate contracts and recommend future status.
- Ability to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements.
- Ability to write and edit contract requirements and specifications.
- Ability to negotiate features of a contract.
- Ability to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements.
- Ability to take initiative to effectively monitor and manage workload.
- Ability to pay attention to details.
- Ability to effectively handle difficult situations and provide excellent customer service.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations. Ability to prioritize and manage multi-task projects in a fast-paced environment.
- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver’s license and driving record that complies with state and agency requirements.
- Ability to workdays that may exceed eight hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise, qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.