



"Serving Texas Since 1893"

TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Contract/Procurement Specialist

State Classification/Title/Salary Group: 1984 / Contract Specialist IV / B21

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, LS Logistics Specialist, SK Store Keeper, 3451 Financial Management Resource Analyst, 6FOX1 Financial Management and Comptroller 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:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

Monthly Salary: \$5,301.29 - \$5,833.33/mo. (plus state benefits)

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas

Job Posting #: 00006920

FLSA Status: Exempt

Opening Date: September 5, 2019

Closing Date: September 25, 2019

General Description

The Contract/Procurement Specialist reports to the Chief of Staff. They will perform advanced (senior-level) contract management and procurement work. Work involves coordinating, developing, and evaluating a broad range of contracts. Work also involves planning, organizing, coordinating, and preparing specifications for purchasing commodities and services; preparing procurement documents; and maintaining detailed records of items purchased, received, prepared, and issued. Supervises the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Coordinates and/or develops solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.
- Coordinates and facilitates procurement-related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.
- Coordinates the risk assessment process for contract monitoring and planning.
- Coordinates the maintenance of the procurement database.
- Coordinates the preparation, review, tracking, and expediting of purchase orders according to all Texas procurement laws.
- Coordinates the auditing and review of invoices, and reviews and checks for accuracy, receipt of material, and compliance of purchase orders.
- Reviews and/or develops bid evaluation instruments and the modification of solicitation, contract boilerplate, and other contract-related documents.
- Reviews and/or conducts needs assessments to determine requirements for the purchase of goods or services.
- Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies, and recommends cancellation of contracts when deviations occur.
- Monitors legal and regulatory requirements pertaining to contracting and procurement.
- Administers the billing process and eligibility monitoring functions for contract billings.
- Evaluates expenditure data and makes projections to ensure appropriate use of funds.
- Negotiates contracts, contract renewals, and amendments.
- Prepares specifications for requests for bids.

- Provides guidance to internal and external stakeholders regarding contract and procurement administration, policies, and procedures.
- Resolves audit exceptions by defining causes of errors and recommending appropriate dispositions.
- Identifies training needs and conducts training.
- Develops contract administration policies and procedures.
- Coordinates the development of procurement program guidelines, procedures, policies, rules, or regulations.
- Supervises the work of other procurement and contract staff.
- Performs related work as assigned.

Minimum Qualifications:

Education and Experience:

- Graduation from an accredited four-year college or university with course work in accounting, business administration, finance, or a related field.
- Two years additional experience in contract development, procurement, management, or evaluation work is required.
- Certified Texas Contract Developer (CTCD) and Certified Texas Contract Manager (CTCM) is required
- Travel 20% required

Note: *Contract management or purchasing and procurement of goods experience may be substituted for the required education on a year-for-year basis.*

Preferred Qualifications:

- Management / Supervisory experience preferred.
- Experience in CAPPs Financials preferred.
- Bilingual (English/Spanish) preferred.

Knowledge, Skills and Abilities:

Knowledge of state procurement and contract management requirements, regulations, and best practices; of negotiating contracts; of developing contracts; of business administration and accounting principles and practices; of policies and procedures of contract management; and of purchasing and procurement of goods; Skill in the use of a computer and applicable software; Ability to evaluate contracts and recommend future status; to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements; to write and edit contract requirements and specifications; to negotiate features of a contract; to communicate effectively; and to supervise the work of others.

IMPORTANT: *The TAHC is an emergency response agency.* This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

How to Apply:

To submit your application for employment, follow the link provide below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment.

All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00006920&tz=GMT-05%3A00&tzname=America%2FChicago>

Only interviewed applicants will receive notice of the final disposition of the selection process.

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

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