



TEXAS PARKS AND WILDLIFE DEPARTMENT
invites applications for the position of:
Contract Specialist IV
(Contract Manager)

SALARY: \$4,023.16 - \$4,806.00 Monthly

OPENING DATE: 03/11/16

CLOSING DATE: 03/25/16 11:59 PM

DIVISION: Infrastructure

WORK ADDRESS: TPWD Headquarters, 4200 Smith School Road, Austin, TX 78744

HIRING CONTACT: Teresa Rodgers-Curtis, (512) 389-4944

GENERAL DESCRIPTION:

This position is responsible for contract management duties in direct support of agency professional design and capital construction projects to include developing, analyzing, evaluating, reviewing, processing, implementing and monitoring contracts. Work requires extensive contact with agency officials and private entities. Serves as the principal contract liaison between agency management, contractors, A/E firms and other customers. Responsibilities will include mentoring and training others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Performs additional duties as assigned. Complies with all Agency, Division and Branch rules, regulations and procedures.

POSTING NUMBER: 16-00395

QUALIFICATION GUIDELINES:

MINIMUM QUALIFICATIONS:

Education:

- Graduation from High School or GED.

Experience:

- Five years experience with progressive, responsible real property/public works contracting;
- Experienced in contract development, management and evaluation work.

Licensure:

- Must possess or be able to obtain, within 30 days of employment, a valid class "C" Texas driver's license;
- Must complete, within one year of employment, Texas Basic Public Purchasing (BPP), Texas Advanced Public Purchasing (APP), and Cost & Price Analysis, Negotiations, Contract Administration(CNC) training offered by Texas Procurement and Support Services (TPASS);
- Must possess or be able to obtain, within one year of employment, a Certified Texas Purchasing Manager (CTPM) issued by the Texas Comptroller Office of Public Accounts;
- Must possess or be able to obtain, within one year of employment, a Certified Texas Contract Manager (CTMC) issued by the Texas Comptroller Office of Public Accounts.

NOTE: Retention of position contingent upon obtaining and maintaining required license, certifications and completion of trainings.

PREFERRED QUALIFICATIONS:

Education:

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration or closely related field with major course work in Business Administration.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public bidding, public works contracting, and negotiated contracting practices and procedures;
- Knowledge of applicable statutory and regulatory authorities;
- Knowledge of governmental insurance and bonding;
- Skill in MS Word, Excel and Outlook;
- Skill in effective verbal and written communication;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Skill in managing several projects simultaneously;
- Skill in interpreting and applying local, state and federal laws, rules and regulations applicable to program;
- Skill in interpreting and construing contracts;
- Skill in mediating and resolving contract administration disputes and claims;
- Skill in training others;
- Skill in working as a member of a team;
- Ability to interpret policy, procedures and regulations;
- Ability to effectively demonstrate negotiation and facilitation skills;
- Ability to gather, assemble and analyze facts/data and devise solutions to problems;
- Ability to exercise independent judgment and decision-making with minimal guidance;
- Ability to interpret and construe contracts;
- Ability to mediate and resolve contract administration disputes and claims with minimal guidance;
- Ability to work under stressful conditions;
- Ability to conduct work activities in accordance with TPWD safety program.

ADDITIONAL INFORMATION:

WORKING CONDITIONS:

- Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday;
- Required to work overtime as necessary;
- Required to perform work outdoors, occasionally in adverse weather conditions;
- Required to operate a State vehicle;
- Required to travel 30% with possible overnight stays
- Non-smoking environment in State buildings and vehicles.

ADDITIONAL REQUIREMENTS:

In order to be considered for this position, the following information is required:

- Submittal of a completed online application;
- Work history experience MUST be completed in the online application;
- A scanned copy of official college transcript(s) issued from the registrar must be attached to the online application (if applicable);
- Applicants must attach a DD214 or other supporting documentation to the online application to claim Veterans Preference.

NOTE: Resume and professional references may be attached to the online application, but not in place of the completed application. A skills test may be conducted at time of interview.

Army 51

NavyLS, 310, 651, 751

Coast GuardSK, 420, 020, 28, 35, F & S, FIN10, MGT16

Marine Corps30

Air Force6C, 64

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

An Equal Opportunity Employer

APPLICATIONS MAY BE COMPLETED ONLINE AT:

<http://www.tpwd.state.tx.us/jobs>

Job Posting #16-00395

CONTRACT SPECIALIST IV (CONTRACT MANAGER)

JO

4200 Smith School Road

Austin, TX 78744

512-389-4545

hr@tpwd.texas.gov

Contract Specialist IV (Contract Manager) Supplemental Questionnaire

- * 1. Which best describes your level of education?
 - 8th grade level education
 - High School Graduate or GED
 - Some college
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - None of the above
- * 2. How many years of progressive responsible real property/public works contracting experience do you have?
 - Less than 1 year
 - at least 1 year but less than 2 years
 - at least 2 years but less than 3 years
 - at least 3 years but less than 4 years
 - at least 4 years but less than 5 years
 - 5 or more years
 - None of the above
- * 3. Do you have experience in contract development, management and evaluation work?
 - Yes
 - No
- * 4. I ACKNOWLEDGE and UNDERSTAND that I must possess or be able to obtain, within 30 days of employment, a valid class "C" Texas driver's license.
 - Yes
 - No
- * 5. I ACKNOWLEDGE and UNDERSTAND that I must complete, within one year of employment, Texas Basic Public Purchasing (BPP), Texas Advanced Public Purchasing (APP), and Cost & Price Analysis, Negotiations, Contract Administration(CNC) training offered by Texas Procurement and Support Services (TPASS).
 - Yes
 - No
- * 6. I ACKNOWLEDGE and UNDERSTAND that I must possess or be able to obtain, within one year of employment, a Certified Texas Purchasing Manager (CTPM) issued by the Texas Comptroller Office of Public Accounts.
 - Yes
 - No
- * 7. I ACKNOWLEDGE and UNDERSTAND that I must possess or be able to obtain, within one

year of employment, a Certified Texas Contract Manager (CTMC) issued by the Texas Comptroller Office of Public Accounts.

Yes

No

* Required Question