



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING

Financial Services/ Contracts and Procurement *updated
Contract Administrator
Contract Specialist III
\$49,968- \$62,000.04 annually
\$4,164- \$5,166.67* monthly

Posting No: 0702-22

Opening Date: 07/07/22

Group: B19

Closing Date: Until Filled

Position: 481

Job Description

The Contract Administrator is selected by and responsible to the Contract and Procurement Manager and the Director of Financial Services and performs highly complex contract management work. Work involves developing and evaluating a broad range of contracts and ensuring contractual obligations are performed by all parties to the contract. Assists with bid solicitations, contract renewals and amendments. Works under limited supervision with considerable latitude for the use of initiative and independent judgement following TDLR policy and procedures and state rules and regulations.

Essential Duties

- Develops solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluation information supplied by bidders, and negotiating contract specifications.
- Maintains knowledge of and completes all state required vendor performance tracking for each assigned contract.
- Evaluates contract expenditure data and assists with contract projections.
- Serves as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements.
- Developing bid evaluation scoring instruments.
- Negotiating contracts, contract renewals, and amendments.
- Conducts needs assessments to determine requirements for the purchase of goods or services.
- Monitors legal and regulatory requirements pertaining to contracting.
- Recommends changes to solicitation and contract boilerplate documents and other contract-related documents.
- Serves as TDLR's Procurement Card Administrator, providing guidance and support to cardholders, and coordinates with agency staff to facilitate the processing of procurement card reconciliation.
- Prepares specifications for requests for bids.
- Assists with developing contract guidelines, policies, and procedures.
- May recommend the cancellation of contracts and assist in the dispute resolution process
- May monitor 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.
- May assist with obtaining vendor resources.
- May train others.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff while upholding the Agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Minimum Requirements

Three (3) years experience in contract development or management work in state government. One (1) year of experience in purchasing for a Texas State Agency preferred. Certification as a Certified Texas Contract Manager (CTCM) preferred, or ability to obtain CTCM certification within six months of hire, or as classes are available. Certification as a Certified Texas Contract Developer (CTCD), formerly Certified Texas Procurement Manager (CTPM), preferred, or ability to obtain CTCD certification within six months of hire, or as classes are available. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience in evaluating, writing and editing contract requirements and specifications required. Experience in evaluation and ensuring conformity of performance to contract requirements required.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 51 C-Acquisition, Logistics and Technology, LS Logistics Specialist, 30- Supply Chain Material Management, 3006- Contract Support Officer 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

Remarks

The successful candidate will have: Knowledge of contracting and procurement regulations; of negotiating contracts, and, of developing contracts. Knowledge of business administration and accounting principles and practices; of policies and procedures of contract management; and, of negotiation strategies and techniques. Knowledge of contract administration and cost monitoring for large scope or high-dollar contracts; of systems and procedures used to evaluate a third-party vendor's performance; and, of local, state and federal laws and regulations related to contracts and procurement. Knowledge of reporting procedures and requirements; and, of systems and procedures used to evaluate a third-party vendor's performance. Experience with CAPPs is preferred. Skill in the operation of computers and applicable software, including Microsoft Office applications. Ability to collaborate with internal stakeholders; to prepare reports; and, to communicate effectively. Ability to maintain effective relations with administrative personnel of other divisions and state agencies and to provide friendly, caring service to citizens and agency employees. Ability to evaluate contracts and recommend future status; to interpret policies, procedures, and regulations; and to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements. Ability to write and edit contracts requirements and specifications; and, to negotiate features of a contract.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled may be rejected. Only typed applications will be considered.**

This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.