Texas Historical Commission
Job Vacancy Notice

Position Title: Procurement and Contract Specialist
Classification Title: Contract Specialist V
Job Posting Number: 23-122
Salary: $5,500.00-$7,000.00/Monthly
FLSA: Exempt
Salary Group/Class #: B23/1986
Opening Date: 08/21/2023
Closing Date: Until Filled
Hours/Week: 40
Duration: Regular, Full-time
Work Location Address: 1700 North Congress, Austin, Texas 78701

JOB OBJECTIVE: Perform highly advanced (senior-level) contract management work in developing, implementing, and maintaining contract and procurement functions within the Procurement and Contracting Services (PCS) section of the Staff Services Division. Work involves coordinating, developing, and evaluating a broad range of contracts and processing low-dollar requisitions. Work with project managers in agency programs to plan procurements and develop and execute contracts to procure goods and services. May supervise the work of others. Work under minimal supervision, with extensive latitude for initiative and independent judgment.

ESSENTIAL DUTIES:
1. Monitor legal and regulatory requirements pertaining to procurement and contracting to ensure compliance with applicable rules, laws, and the State of Texas Procurement and Contract Management Guide.
2. Coordinate and prepare complex contract documents, including the scope of work, specifications, and conditions for new contracts; prepare contracts; lead negotiation strategies; and award new contracts and/or issue Purchase Orders (POs).
3. Process low-dollar requisitions or pro-card transactions in CAPPS according to agency guidelines.
4. Assist with coordinating the risk assessment process for contract monitoring and planning.
5. Monitor contract performance after contract execution, including developing and tracking key metrics; monitoring compliance with deliverable and reporting requirements; drafting and maintaining correspondence to document enforcement of contract terms, monitoring, and reporting of vendor performance; and ensuring that contract performance and practices are consistent with applicable rules, laws and the State of Texas Procurement Manual and Contract Management Guide.
6. Collaborate with internal and external stakeholders to provide guidance regarding procurement and contract policies, procedures, and best practices to ensure solicitations are detailed and include all required components.
7. Negotiate contract renewals and amendments.
9. Update the THC.Texas.gov website with current information regarding procurement and contracting information.
10. Assist with vendor submissions of HUB Subcontracting Plans and Monthly Progress Reports for compliance.
11. Assist with the development and maintenance of new policies and procedures; maintain and update policies and procedures in accordance with state law, rules, and the State of Texas Procurement & Contract Management Guide for the PCS section.
12. Assist with training new staff and division customers on new and existing policies and procedures; ensure consistent compliance with PCS policies and procedures by PCS section staff.
13. Assist with Accounts Payable and Accounts Receivable.
14. May supervise the work of others.
15. Adhere to an established work schedule with regular attendance.
16. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:
17. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):
- Graduation from an accredited four-year college or university (one year of relevant work experience related to the essential duties may substitute for one year of college, any combination of college education and additional work experience can be used to meet this requirement);
- Minimum three years of experience in purchasing, procurement, or contracting services for a Texas State agency;
- Experience drafting solicitation templates;
- Valid driver’s license, acceptable driving record, and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:
- Graduation from an accredited four-year college or university with a degree in Accounting, Business, Public Administration, Computer Science, Computer Information Systems, Management Information Systems, Legal Studies, or a closely related field;
- Experience working with the Procurement and Contracts module in CAPPs;
- Experience updating agency Contract Management guide; and/or
- Experience with Uniform Grant Management Standards (UGMS);

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of negotiation strategies and techniques, contract administration and cost monitoring for large scope or high-dollar contracts; systems and procedures used to evaluate a third-party vendor’s performance; and of local, state, and federal laws and regulations relevant to the administration of federal and state funds;
- In-depth knowledge of the State of Texas procurement laws, regulations, procedures, and contract management guidelines;
- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- Skill in the administration of State of Texas procurement and contracts; and developing contracts;
- Skill in identifying and analyzing resources needed and actions to be taken to ensure division needs are met;
- Skill in prioritizing, identifying, and communicating project resources and updates needed to complete multiple projects concurrently within scheduled deadlines;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to develop plans, policies, and procedures for efficient workflow and overall effectiveness;
- Ability to promote teamwork and motivate others to accomplish goals;
- Ability to construct and deliver clear, concise, and professional presentations to a variety of audiences and/or individuals;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to process information logically and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
Ability to anticipate needs and risks;
Ability to exercise sound judgment and discretion; and
Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:
Must have or obtain a valid Driver’s License and Defensive Driving Course to be able to operate state vehicles. Certified Texas Contract Manager (CTCM) and Certified Texas Contract Developer (CTCD).

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling, and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 50 pounds. Must be able to work extended periods at a computer, and may require working extended hours and some evenings, weekends, and overnight, as needed. Involves safely operating a state vehicle and driving for long distances, and traveling by airplane. Telework policy permits up to three days per week of remote work.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the CAPPS website. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age, or disability in the recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

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

Additional Military Crosswalk information can be accessed at:
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

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AFFIRMATIVE ACTION EMPLOYER