



**Working title: Contracts Manager**

**Class title: Manager VII**

**Posting No.: 0314 -26**

**Opening Date: March 26, 2026**

**Closing Date: Open Until Filled**

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 1606

FLSA: B26

Salary Group/Salary: \$110,000 – \$125,000

Division: Administration

Number of positions: 1

### **General Description**

Performs advanced (senior-level) managerial work administering the daily operations and activities of contract management and administration functions within the Administration Contracts Management department and reports directly to the Director of Administration. Work involves overseeing the execution and administration of contracts for large scope or high-dollar contracts by defining requirements and negotiating, awarding, developing, and monitoring contracts. Develops contract exit strategies where appropriate. Plans, assigns, and supervises the work of others. Provides technical assistance to program staff as needed. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### **Essential Job Functions**

- Conducts competitive procurements and develops new contracts by:
  - Overseeing or preparing scopes of work, specifications, and/or conditions for new contracts.
  - Overseeing or processing contract documents to ensure management understands and authorizes contract terms.
  - Preparing and issuing Requests for Proposals (RFP).
  - Conducting pre-proposal conferences.
  - Planning, developing, and coordinating bid evaluation committees.
  - Coordinating with the Office of the Controller and Historically Underutilized Business (HUB) Coordinator for financial soundness and HUB subcontracting plan reviews.
  - Developing and leading negotiating strategies.
  - Recommending procedures for contract implementation.
- Oversees the operations and activities of monitoring contract performance by:
  - Analyzing proposed contract terms and conditions and determining their effectiveness for contract monitoring purposes; making recommendations for improvements as necessary.
  - Ensuring vendor compliance with contract terms and conditions.
  - Investigating and resolving discrepancies, complaints, and disputes.
  - Assessing sanctions and liquidated damages in accordance with contract terms.
  - Serving as the principal contract liaison between agency management, contract sponsors, and vendors.
  - Recommending cancellation of contracts when unwarranted deviations occur.
- Directs all activities for the Contracts Management team by:
  - Developing and establishing department goals and objectives, developing and approving schedules, priorities, and standards for achieving goals, and managing activities of staff.
  - Formulating best practices and guidelines for contract management functions.
  - Analyzing proposed statutory changes and preparing fiscal notes.
  - Overseeing the development, implementation, and review of procedures related to division activities and responsibilities, and recommending changes that will improve the proficiency, effectiveness, and quality of the division and its employees.
  - Compiling, reviewing, and analyzing data and presenting written and/or oral reports to agency

- management, Commissioners, and the Legislature.
- Providing consulting expertise by developing and providing formal contract management training, interpreting contractual provisions, and providing advice on all facets of contract issues.
- Plans, assigns, and supervises the work of contract staff by:
  - Directing and supporting all aspects of personnel recruitment, training and management.
  - Performing employee performance evaluations on direct reports and conducting office reviews to ensure compliance with agency policies, directives, and procedures.
- Provides necessary documents for Open Records Requests.
- Oversees the preparation of status reports, studies, and specialized financial reports.
- Monitors legal and regulatory requirements pertaining to contract management.
- Complies with division and/or agency training requirements.
- Collaborates and keeps management appropriately informed of ongoing activities and critical matters affecting the operation and well-being of the agency.
- Demonstrates the ability to use critical thinking to solve problems and identify/implement continuous improvements.
- Demonstrates a spirit of teamwork offering positive and constructive ideas, encouragement, and support, to other members of staff and team, while upholding the agency's core values.
- Adheres to all agency personnel policies and performs related work as assigned.

### **Required and Preferred Qualifications**

- Graduation from an accredited four-year college or university with a degree in project management, accounting, business, finance, management, public administration, or legal field is required. Experience in contract management/administration, or legal experience in excess of the required five (5) years may be substituted for education on a year-for-year basis.
- Five (5) years of experience in contract administration or program planning, program support, contract management/administration, or legal experience is required.
- Three (3) years of experience in state or governmental contract management is required.
- Must have or will obtain Certified Texas Contract Developer (CTCD) (formerly Certified Texas Procurement Manager) within one year of employment.
- Certification as a Certified Texas Contract Manager (CTCM) required.
- Certification as a Certified Texas Contract Developer (CTCD), formerly Certified Texas Procurement Manager (CTPM) required.
- Experience with personal computers to include experience with Excel is required.
- Willingness to work extra hours as required.
- Must be willing to travel up to 5% as required.
- Considerable experience leading a team or supervising employees is preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of local, state, and federal laws and regulations relevant to contract management and the principles and practices of public administration and management.
- Knowledge of the activities and elements required to manage large/complex vendor contracts.
- Knowledge of insurance and bonding requirements used in the State of Texas.
- Knowledge of RFP drafting procedures and requirements.
- Knowledge in business and management principles involved in strategic planning and resource allocation.
- Skill in problem solving and in the use of a computer and applicable software.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to evaluate contracts and recommend future status.

- Ability to direct and organize program activities.
- Ability to establish goals and objectives, organize workloads, and set priorities.
- Ability to plan, assign, and supervise the work of others.
- Ability to effectively demonstrate negotiation skills.
- Ability to exercise good judgment in decision making.
- Ability to draft new contracts and RFPs.
- Ability to develop, interpret, and evaluate policies, procedures, and regulations.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to work with complex, technical terms and conditions.
- Ability to prepare reports.
- Ability to communicate effectively.
- Ability to present contract management information, both orally and in writing, in a clear and concise manner.
- Ability to train others.

### **Physical and Mental Requirements**

- Must be able to sit or stand for extended periods of time, work well in stressful situations under strict deadlines, and operate standard office equipment and computer software.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **HOW TO APPLY**

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> or to TDLR via email at: [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov) by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

### **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

### **E-VERIFY**

This employer 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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

**TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*