



**Working title:** Contract Specialist

**Class title:** Contract Specialist V

**Posting No.:** 0316-26

**Opening Date:** March 30, 2026

**Closing Date:** Open Until Filled

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

Class Code: 1986

FLSA: Administrative Exempt

Salary Group/Salary: B24/\$72,000 – \$85,869

Division: Administration

Number of positions: 2

## **General Description**

Performs highly advanced (senior-level) contract management work within the Administration Contracts Management department and reports directly to the Contracts Manager. Work involves developing and evaluating a broad range of contracts as a technical expert in the field of contract management and will be responsible for overseeing and performing work on some of the most complex contracts. Works under minimal supervision with extensive latitude for the use of initiative and independent judgement.

## **Essential Job Functions**

- Performs contract management from initiation to closeout for various types of services and related goods for agency business needs.
- Effectively manages all contract management work and communication with all stakeholders.
- Develops solicitations, contracts, and amendments by identifying provider resources describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.
- Manages contract renewals and extensions.
- Develops bid evaluation scoring instruments.
- Performs quality control reviews to ensure compliance with legal and regulatory requirements.
- Coordinates and facilitates complex procurement-related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.
- Coordinates the risk assessment activities for contract monitoring and planning.
- Facilitates needs assessments to determine requirements for the purchase of goods or services.
- 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.
- Recommends changes to solicitation and contract boilerplate documents and other contract-related documents.
- Assists with developing contract guidelines, policies, and procedures.
- Provides input regarding the cancellation of contracts when deviations occur.
- Identifies training needs and trains others on procurement applications and educates subject-matter experts regarding procurement activities to ensure requirements are followed, and criteria are met.
- Complies with division and/or agency training requirements.
- Collaborates and keeps management appropriately informed of ongoing activity 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 the staff 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 major coursework in business administration or a related field is required. Experience and education may be substituted for one another on a year-to-year basis.
- Three (3) years of experience in contract development or management work in state government is required.
- Experience in evaluating, developing, and editing contract requirements and specifications required.
- Experience in evaluating and ensuring conformity of performance to contract requirements required.
- Willingness to work extra hours as required.
- Willingness to travel up to 5% for job-related purposes as required.
- Three (3) years of experience in state or governmental purchasing is preferred.
- Certified Texas Contract Manager (CTCM) preferred, or ability to obtain CTCM certification within six months of hire, or as classes are available.
- 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.
- Experience with the Centralized Accounting and Payroll/Personnel System (CAPPS) is preferred.

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

- Knowledge of state procurement and contract management requirements, regulations, and best practices.
- Knowledge of negotiating and 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.
- Skill in the operation of computers and applicable software, including Microsoft Office applications.
- Ability to collaborate with internal and external 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.

### **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:

## **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.*