

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Contract Specialist	<b>Working Title:</b> Contract Specialist III – V
<b>Class Code:</b> 1982, 1984, 1986	<b>Salary Group:</b> B20, B22, B24
<b>FLSA Status:</b> Professional, Exempt	<b>EEO Category:</b> Professional
<b>Division:</b> Agency Operations	<b>Supervisor:</b> Director, Financial Resources

**GENERAL DESCRIPTION**

Perform highly complex to highly advanced contract management within the Financial Resources department which includes contract responsibilities to support agency programs, including, developing, analyzing, evaluating, reviewing, processing, ensuring compliance, implementing, and monitoring contracts. Work involves extensive contact with government officials and private entities. Work under limited to minimal supervision with considerable to extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Develop, analyze, evaluate, review, and process contracts to support agency programs, ensuring compliance and effective implementation.
- Oversee contract management, including development, procurement, and oversight through the contract lifecycle.
- Collaborate with the staff to create and implement processes, timelines, statements of work, evaluation plans, and scoring instruments.
- Monitor contract performance to ensure adherence to terms and contractual obligations, providing advanced technical guidance on contract management and vendor compliance.
- Engage extensively with government officials and private entities.
- Oversee the entire solicitation process for request for proposals (RFP) and request for quotations (RFQ).
- Partner with Agency Counsel in the development of solicitations and contracts.
- Analyze and interpret legislation, coordinating the development of policies and procedures to ensure compliance with agency and governmental regulations.
- Coordinate the risk assessment process for contract monitoring and planning.
- Organize and lead procurement-related meetings.
- Track and analyze procurement bills during legislative sessions.
- Advise internal and external stakeholders on contract administration, policies, and procedures.
- Develop, review, and manage contract administration policies, procedures, and contracts.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC’s mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

**MINIMUM QUALIFICATIONS**

- Contract Specialist III: Graduation from an accredited college or university with a bachelor or post-graduate degree in business administration, accounting, or public administration, 2 years’ full-time work experience in contract development, management, or evaluation work; **and** certification as a Certified Texas Contract Manager (CTCM).
- Contract Specialist IV: Graduation from an accredited college or university with a bachelor or post-graduate degree in business administration, accounting, or public administration, 4 years’ full-time work experience in contract development, management, or evaluation work; **and** certification as a Certified Texas Contract Manager (CTCM).
- Contract Specialist V: Graduation from an accredited college or university with a bachelor or post-graduate degree in business administration, accounting, or public administration, 5 years’ full-time work experience in

contract development, management, or evaluation work; **and** certification as a Certified Texas Contract Manager (CTCM).

- Additional full-time work experience in contract development, management, or evaluation work may substitute for education.
- Must be able to obtain certification as a Certified Texas Contract Developer (CTCD) within six (6) months of employment.

### **PREFERRED QUALIFICATIONS**

- Experience with contracting, contract management, and purchasing or procurement management with a state government agency.
- Experience with DIR contract processes for technology goods and services, as well as DIR exemptions.
- Experience with reviewing and evaluating contracts and vendor deliverables.
- Experience with SharePoint.

### **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must possess the required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed satisfactorily.

- Knowledge of applicable local, state, or federal rules, regulations and policies related to contract procurement administration and management.
- Knowledge of procurement policies and procedures as defined in the Texas Procurement and Contract Management Guide.
- Proficient in Microsoft Windows and Office products: Outlook, Word, Excel, PowerPoint.
- Demonstrate effective negotiation and facilitation skills.
- Possess strong leadership, communication, and organizational skills with a keen attention to detail.
- Skilled in managing multiple priorities, meeting strict deadlines, and making critical decisions.
- Ability to work independently while recognizing the importance of communication and coordination with others.
- Ability to analyze complex information and developing plans to address identified issues.
- Ability to lead and collaborate closely with cross-functional teams.
- Ability to work harmoniously with Commission personnel, industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- Ability to attend work regularly and adhere to approved work schedule.

### **TELECOMMUTING ELIGIBILITY:**

- This position is eligible for telecommuting up to four (4) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with reliable Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

### **PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:**

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.