

PUBLIC UTILITY COMMISSION OF TEXAS

JOB DESCRIPTION

Classified Title: Contract Specialist III – IV	Working Title: Contract Specialist
Class Code: 1982, 1984 Salary Group: B20, B22	Position #: 00073919
FLSA Status: Professional, Exempt	EEO Category: Professional
Division: Agency Operations	Supervisor: Agency Counsel

GENERAL DESCRIPTION

Performs highly complex to advanced contract work within the Agency Counsel department. Responsibilities include procuring goods and services; researching and developing solicitations; and monitoring contracts in accordance with agency procurement policies and procedures and state procurement guidelines and requirements. Work involves extensive contact with government officials and private entities. Works under limited to minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Work under direction of Agency Counsel in the development of solicitations and contracts that meet state procurement requirements and guidelines. Solicitation preparation may include informal bids; invitations for bid; requests for qualifications, requests for proposals, and statements of work and exemption requests for the Department of Information Resources (DIR).
- Research and prepare contract plans
- Collaborate with Staff to create and implement processes, timelines, statements of work, evaluation plans, and scoring instruments.
- Serve as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements.
- Perform quality control reviews to ensure compliance with legal and regulatory requirements.
- Assist in the development, review, and management of procurement policies and procedures.
- Prepare requisitions and purchase orders in accordance with contract terms and procurement guidelines and requirements.
- Process purchase orders and change orders and provide status updates.
- Verify invoice accuracy and compliance with contracts and purchase order terms to ensure compliance.
- Prepare and maintain records and documentation for purchasing and procurement activities.
- May assist in preparing and submitting HUB and other procurement-related reporting requirements.
- May assist with emergency purchases and obtaining vendor quotes as needed.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- 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, public administration, or related field, **and** 2 years' full-time work experience in contract development, management, and evaluation work or purchasing.
- Contract Specialist IV - Graduation from an accredited college or university with a bachelor or post-graduate degree in business administration, accounting, public administration, or related field, **and** 4 years' full-time work experience in contract development, management, and evaluation work or purchasing.
- Additional full-time work experience in contract development, management, or evaluation work or purchasing experience may substitute for education.

- Must be able to obtain certification as a Certified Texas Contract Developer (CTCD) and Certified Texas Contract Manager (CTCM) within six (6) months of employment.

PREFERRED QUALIFICATIONS

- Certification as a Certified Texas Contract Developer (CTCD), a Certified Texas Contract Manager (CTCM), or both.
- Experience with contracting and purchasing with a state government agency.
- Experience with DIR contract processes for technology goods and services, as well as DIR's exemption process.
- Experience with the Centralized Accounting & Payroll/Personnel System (CAPPS).

KNOWLEDGE, SKILLS AND ABILITIES

Must possess 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.

- Knowledge of State of Texas procurement and contract management requirements, regulations, and best practices, as defined in the Texas Procurement and Contract Management Guide.
- Knowledge of procurement systems, such as CAPPS, or similar enterprise resource planning systems.
- Skill in preparing, reviewing, and processing purchase requisitions, solicitations, and purchase orders.
- Skill in using Microsoft Office Suite (Excel, Word, Outlook) and procurement-related applications.
- Skill in communicating effectively, both verbally and in writing.
- Skill in managing multiple tasks and meeting deadlines with accuracy and attention to detail.
- Ability to interpret and apply relevant purchasing and procurement statutes, rules, and policies.
- Ability to establish and maintain effective working relationships with vendors, internal customers, and team members.
- Ability to organize, prioritize, and maintain detailed records and documentation.
- Ability to learn and apply new technologies and systems.
- Ability to work independently, while recognizing the importance of communication and coordination with others.
- Ability to analyze complex information and develop plans to address identified issues.
- Ability to collaborate closely with cross-functional teams.
- Ability to work harmoniously with Staff, industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- Ability to maintain regular attendance and adhere to the approved work schedule.

WORK SCHEDULE

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

New hires become eligible to telecommute with supervisor approval after completing 30 to 90 days of employment. Supervisors may require new hires to report to the office more frequently if necessary to support training, performance, or business needs.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

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