

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 19-2218

**JOB TITLE:** Contract Specialist III

**MONTHLY SALARY:** \$5,300.00

**POSTING DATE:** September 13, 2019

**LOCATION:** 300 West 15th Street, 6th Floor, Austin, TX 78701

**WORKING TITLE:** Contract Administrator

**DURATION:** Until Filled

### **GENERAL DESCRIPTION**

Responsible for activities following contract execution, including verification of contractor performance, monitoring compliance with deliverable and reporting requirements, 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. Ensure the contract is satisfactorily performed and the responsibilities of both parties are properly discharged. Validate that the contractor is performing all duties in accordance with the contract and make the agency aware of any developing problems or issues so the problem/issue can be addressed.

### **ESSENTIAL JOB FUNCTIONS**

Ensure contract requirements are satisfied, goods/services delivered timely, financial interests of agency are protected

Understand relevant contractual records, ability to communicate contract obligations to all parties involved, and maintain control over the contract performance

Monitor & document contractor's progress & performance, on a specified frequency, on all elements of the contract and/or purchase order to ensure goods/services conform to the contract requirements

Proactive identification of contractor performance issues and/or internal performance issues that affect efficiency & effectiveness of contract services/goods

Active engagement with business users, to identify problems, especially with service contracts

Serve as the point of contact for receiving and responding to communications between the agency and the contractor

Provide technical direction and approval in a timely and effective manner within the scope of the contract

Meet with the contractor on a regular basis to review progress, discuss problems, and consider necessary changes

Establish a reporting schedule and the content a vendor is required to submit for review

Conduct independent analysis of and verification of data reported by vendor

Maintain and convey information concerning the effectiveness and quality of services being provided

Manage performance issue resolution, including resolution deadline and acceptance criteria

Identify material breach of contract by assessing the difference between contract performance and material nonperformance

Consult with legal counsel to address any legal concerns and/or issues with vendor performance

Report vendor pattern of continuing deficient, inadequate, or unsatisfactory performance to management and General Counsel

Identify additional performance requirements that will enhance SORM's return on investment/use of contracted service or goods

Verify contractor performance for purposes of payment

Complete reporting, monitoring, and posting requirements related to state entity contracts

Work product must include relevant documentation and convey information in a meaningful and easily understood manner

Schedule and prioritize workload maintain comprehensive and up-to-date information on status of assignments in a tracking log

Adjust workload in response to competing, conflicting, and unanticipated needs/situations

Represent the interests of the agency in a professional, courteous, and respectful manner

Provide assistance, backup, and training to ensure and strengthen compliance with regulatory requirements

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or equivalent

Experience: Two-year experience and/or education with (a) drafting, negotiation, interpretation, application of contractual terms; (b) vendor management or oversight; and/or (c) public entity contract management or contract administration

Knowledge, skill, and ability to analyze, interpret, and apply applicable rules, laws and the State of Texas Procurement Manual and Contract Management Guide

Knowledge of contracting and procurement regulations, of negotiating contracts, of developing contracts, of business administration and accounting principles and practices, and of policies and procedures of contract management

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill and ability to communicate effectively - verbally and in writing [Writing sample required at time of application and administered at the time of interview]

Skill in exercising sound judgment and effective decision making

Skill in the organization and presentation of information

Skill in the use of computer and applicable software

Interpersonal skills including tact, diplomacy, and flexibility to work effectively with other staff and management as well as external customers

Ability to obtain and maintain certification as Texas Contract Manager

Ability to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements

Ability to establish priorities and manage multiple activities to meet deadlines and internal performance expectations

Ability to work independently, complete assignments with attention to detail and high degree of accuracy, and follow through on assignments with minimal guidance and direction

Ability to maintain accurate records, track assignments, and monitor the status of multiple activities

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to arrange for personal transportation for business-related travel

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 15lbs.

Ability to travel (including overnight travel) up to 5%

### **PREFERRED QUALIFICATIONS**

Graduation from an accredited four-year college or university with major coursework in business administration or a related field

More than 2 years' experience in contract management and/or contract administration

Paralegal or legal assistant experience and/or certification

**TO APPLY**

All applications for employment with the State Office of Risk Management must be submitted electronically through [www.WorkInTexas.com](http://www.WorkInTexas.com). A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PropertyManagementandProcurement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf).

**THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER**