



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: April 5, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14463745

State Class. No. and PayGroup: 1986/B23

State Job Title: Contract Specialist V

FLSA Status: Exempt Non-Exempt

Agency Job Title: EPO Contracts and Grants Manager

Location: Austin, Texas

Monthly Salary: \$5,666.67 - \$6,083.34

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 5% No

Job Description:

Performs highly advanced (senior-level) contract management and grant administration oversight within the Enterprise Planning Office for the Office of Court Administration. Work involves overseeing the internal contract and grant processing; development, execution, monitoring, and administration of contracts and grants for the agency. May also develop requirements, prepare reports, and participate in awarding contracts and grants. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Oversees the contract process, scope of work, specifications, and requirements for new and existing contracts.
- Prepares contracts, leads negotiation strategies, and recommends awards for new contracts; ensures that management understands and authorizes approval of contract terms.
- Oversees negotiation and management of all contract renewals and amendments.
- Oversees all stages of the grants administration including; prospecting, writing, reporting and submission for grants.
- Coordinates, researches, and identifies sources of external funds and creates proposals to secure funds for new grant opportunities and grant renewal opportunities.
- Investigates and resolves discrepancies, complaints, and disputes by negotiating settlement agreements or by canceling or terminating contracts.
- Serves as the principal contract liaison between agency management, vendors, the Legislature, and other internal and external customers.
- Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies.

- Obtains responsive information from agency contract customer and reports contract vendor performance according to state guidelines.
- Oversees the maintenance of the agency master contract and procurement files for post-payment audits.
- Reviews and analyzes legislation related to procurement and contract management, including tracking legislative bills and assisting with bill analysis.
- Develops short- and long-term strategies and goals for the administration of agency contracts and grants.
- Trains and oversees provider compliance with contract performance standards and maintains documentation for grants and contracts.
- Plans, develops, conducts presentations, training and may supervise the work of others.
- Performs all state and federal requirements for reporting contracts and grants.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in business, public administration, law, or a closely related field; may substitute closely related experience for required education on a year for year basis.
- Five additional years' experience in contract and grant administration, management, evaluation, or monitoring of contract providers.
- Certification as a Certified Texas Contract Manager (CTCM).
- Experience using Microsoft Excel, Word, and Outlook.

Preferred Qualifications:

- Contract and grant administration experience for a Texas state agency.
- Knowledge of laws and regulations pertaining to grants and contract administration, of business administration principles and practices, and of research and budgeting processes.
- Previous experience maintaining contract and/or grant data in Grants.gov; FFATA; SAM; the LBB's Contracts Database; Comptroller's Vendor Performance Tracking Database.
- Experience using CAPPs Financials; Microsoft One Drive and SharePoint.

Employment Conditions:

- Regular attendance required.
- Must sit for extended periods of time.
- Operate office equipment and computer systems.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

51C, 651X, FIN10, 3006, 6CoX1

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted

electronically through www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.