

**Opening Date:** October 6, 2020  
**Closing Date:** Open Until Closed  
**Work Location:** Austin, Texas  
**Posting Number:** 21-05  
**Monthly Salary:** \$6,999.25 - \$8,812.00\*  
**Group/Class:** B28/1622  
**Travel %:** 5%  
**Division/Department:** O&A/Procurement & Contract Services  
**Number of Positions:** 1

\* Salary commensurate with experience and qualifications.

## **JOB VACANCY NOTICE**

### **Director of Procurement and Contract Services (Director III)**

*Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142  
Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com) OR  
[HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)*

**We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>**

#### **Veteran's Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 111X – URL – Surface Warfare, CMO10 – Community – Mission Operations (OSC), 8003 – General Officer, 10C0 – Operations Commander or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

#### **Job Description Summary**

Performs advanced (senior-level) managerial work providing strategic direction and guidance administering the daily operations and activities of the Texas Water Development Board's Procurement and Contract Services Division and overall agency contracting services. Work involves establishing strategic plans, goals and objectives; developing policies, procedures, and guidelines; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities and/or business functions; Develops and evaluates budget requests and monitors budget expenditures. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Reports to the Deputy Executive Administrator of the Operations and Administration Office.

#### **Essential Job Functions**

- Provides strategic leadership and management to the Procurement and Contract Services Division.
- Develops and maintains policies, procedures, standards, and plans related to the Division and overall agency procurement and contracting services.
- Develops and maintains Division and agency procurement and contracting policies, procedures, standards and plans and ensures compliance.
- Ensures agency compliance with state-wide contracting requirements, regulations, and best practices.
- Seeks opportunities for process improvements by developing and implementing program and agency efficiencies in procurement and contracting processes. Collaborates with Division and program-area staff on solutions.
- Oversees the preparation and processing of complex research grants and contract proposals and management.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.  
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

HR-002 (Supervisory)  
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

## Job Vacancy Notice (cont.)

Posting number 21-05

- Oversees the risk assessment process for contract monitoring and planning.
- Interprets policies, rules, or regulations; provides guidance to staff and the community regarding contract administration, policies, and procedures; and resolves related issues and concerns.
- Develops and implements contract management training programs. Ensures proper training of both new and current contract managers.
- Works closely with program areas to serve as an advisor to contract managers on responsibilities and expectations. Seeks tools, processes and procedures to ensure effective agency contract management.
- Monitors legislation for impact on procurement and contracting programs and activities.
- Develops and oversees regular and ad-hoc procurement and contracts-related reports, including legislative, HUB and regular reports to be presented to the agency's board.
- Evaluates program software applications and systems. Recommends enhancements or replacement as necessary.
- Directs all project activities within the Division, providing technical direction and guidance.
- Monitors and reports Division work activities.
- Authorizes Division hiring, separations, disciplinary actions and employee performance rewards.
- Assigns job duties, conducts performance evaluations, clarifies roles and responsibilities, and monitors and measures performance against goals.
- Evaluates Division performance and recommends and leads improvements.
- Supports Division administrative requirements related to organization, budget and personnel.
- Ensures the provision of quality customer service from Division to both internal and external stakeholders.
- Manages the performance of direct reports, to include, timely completion of performance appraisals, and follow-through on disciplinary actions as needed.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university.
- Five years of experience in contract administration, management, evaluation, or monitoring of contract providers.
- Three years of progressively responsible professional work experience managing projects/programs and supervising staff.
- Relevant education and experience can be substituted on a year-for-year basis.

### **Preferred Qualifications**

- Certification as a Certified Texas Contract Manager (CTCM) or Certified Texas Contract Developer (CTCD).
- Previous work experience with a State of Texas agency.

### **Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to contracting and purchasing; and of the principles and practices of public administration and management.
- Knowledge of federal and state grant requirements.
- Knowledge and experience in project planning and management.
- Knowledge of the legislative process, which includes analysis and interpretation of legislation.
- Possesses necessary skills and comprehensive knowledge to perform the job.
- Skills in establishing plans and setting objectives and goals that support an overall business strategy.
- Skills in problem solving and conflict resolution.
- Skills in leadership, including the ability to work with staff to develop goals and work plans to meet

## Job Vacancy Notice (cont.)

Posting number 21-05

customer's needs, and conduct all job-related activities with the highest standards of ethics and trust.

- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to develop, evaluate and interpret policies, procedures, and regulations.
- Ability to prepare reports.
- Ability to be proactive and initiate/manage multiple tasks or assignments.
- Ability to build a team environment and facilitate collaboration between and among both the Division and business program area stakeholders.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and in order with infrequent errors.
- Ability to complete tasks and projects in a timely manner and persists until tasks are completed.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to agency staff, as well as to employees of other political entities and the public both verbally and in writing.
- Ability to work with others in a team environment and cooperate with supervisors, co-workers, and others.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to assign and/or supervise the work of others.

### Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.