



# Contract Specialist IV

Salary Group: B21

Class Code: 1984

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CONTRACT SPECIALIST I	1976	B15	\$32,976 - \$52,045
CONTRACT SPECIALIST II	1980	B17	\$36,976 - \$58,399
CONTRACT SPECIALIST III	1982	B19	\$42,244 - \$68,960
<b>CONTRACT SPECIALIST IV</b>	<b>1984</b>	<b>B21</b>	<b>\$48,278 - \$78,953</b>
CONTRACT SPECIALIST V	1986	B23	\$55,184 - \$90,393

## GENERAL DESCRIPTION

Performs advanced (senior-level) contract management work. Work involves coordinating, developing, and evaluating a broad range of contracts. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates and/or develops solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.

Coordinates and facilitates procurement-related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.

Coordinates the risk assessment process for contract monitoring and planning.

Reviews and/or develops bid evaluation instruments and the modification of solicitation, contract boilerplate, and other contract-related documents.

Reviews and/or conducts needs assessments to determine requirements for the purchase of goods or services.

Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies, and recommends cancellation of contracts when deviations occur.

Monitors legal and regulatory requirements pertaining to contracting.

Administers the billing process and eligibility monitoring functions for contract billings.

Evaluates expenditure data and makes projections to ensure appropriate use of funds.

Negotiates contracts, contract renewals, and amendments.

Prepares specifications for requests for bids.

Provides guidance to internal and external stakeholders regarding contract administration, policies, and procedures.

Resolves audit exceptions by defining causes of errors and recommending appropriate dispositions.

Identifies training needs and conducts training.

Assists with developing contract administration policies and procedures.

May supervise the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in contract development, management, or evaluation work. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of state procurement and contract management requirements, regulations, and best practices; of negotiating contracts; of developing contracts; of business administration and accounting principles and practices; and of policies and procedures of contract management.

Skill in the use of a computer and applicable software.

Ability to evaluate contracts and recommend future status; to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements; to write and edit contract requirements and specifications; to negotiate features of a contract; to communicate effectively; and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Texas Contract Manager (CTCM).