



**Job Title:** Procurement/Contracts Specialist  
**Date:** 7/23/2021  
**Type of Posting:** Internal and External  
**Salary Range:** \$40,000 – \$45,024  
**WIT JPID:** 14698206  
**Salary Group:** B-16  
**FLSA Status:** Non-Exempt

**Apply online** at [www.workintexas.com](http://www.workintexas.com) (Job posting: 14698206), **then email your résumé & cover letter** to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).

**ORGANIZATION AND PURPOSE**

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

The mission of Workforce Solutions Capital Area is to lead the region’s workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

**GENERAL DESCRIPTION**

Manages the procurement process for the organization, including management of the resulting contract and processing invoices received, as directed by Management, TWC’s Financial Manual for Grant and Contracts Management, and Board resolutions. May assign and/or supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Performs duties under the supervision of the Senior Controller and/or Chief Financial Officer.

**EXAMPLES OF WORK PERFORMED**

- Maintaining a calendar of contract expiration or renewal dates.
- Develop the solicitation documents for procurements.
- Working closely with Program Management team in developing the Statement of Work for procurements.
- Draft evaluation tools and other necessary documents for the procurement process.
- Compiling scores and evaluating proposals.
- Brief management with recommendations.
- Draft, execute, maintain contracts resulting from procurements with input from the Program Management team.
- Periodic review of contracts to ensure that vendors are meeting and/or exceeding contractual requirements.
- Prepares contract amendments as necessary or as directed.
- Establish priorities, standards, and measurement tools for determining progress in meeting contractual obligations.
- Works closely with Board staff on contract renewals or procurement actions, as needed.

- May review/process invoices submitted against the contract for completeness according to the terms of the contract.
- Maintain fixed asset/inventory tracking system, including but not limited to:
  - Responsible for ensuring purchases of assets/inventory are recorded into the database.
  - Responsible for quarterly reconciliation of the database to the accounting system.
  - Tagging new assets prior to placing them in service.
  - Performing the annual inventory of assets including reconciliation to the database.
- Point of contact for all facilities related matters.
- Acts as backup within the Fiscal Department as needed.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

To perform this job successfully, the individual must be able to perform the essential job duties satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions. The selected candidate will be expected to attain the appropriate certification provided by the State of Texas on Statewide Procurement Division, within 180 days (six months) of start date.

### **Experience and Education**

Graduation from an accredited four-year college or university with three (3) years of full-time experience in the oversight and direction of an agency program(s) or in strategic planning and policy development and implementation in an administrative management or supervisory capacity. An equivalent combination of education and experience may be acceptable.

### **Knowledge, Skills, and Abilities**

- Knowledge of local, state, and federal laws and regulations relevant to procurement and contracting.
- Knowledge of the principles and practices of public administration and procurement.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to develop procedures, to interpret laws and regulations, to communicate effectively, and to train others.
- Ability to work effectively individually and as a team member.
- Knowledge of Abila MIP Fund Accounting, Excel, Access, Word, and Outlook is preferred.
- Skill in using tact, discretion, initiative, and independent judgement.
- May occasionally involve positioning self in file room and medium work that includes moving boxes up to 50 pounds.

### **Registration, Certification, or Licensure**

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, and criminal background).
- Must obtain (if not already certified) appropriate certification provided by the State of Texas Procurement Division, within 180 days of start date.