



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-106</b>		
<b>Business Title: Leasing Contract Specialist</b>		<b>State Classification: Contract Specialist IV</b>
<b>Salary Group: B22</b>	<b>Salary: \$6,000.00 (Month) \$72,000.00 (Year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 05/20/2024</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Chief Operations</b>		<b>Program: Leasing Services</b>

To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

**JOB SUMMARY:**

Performs highly advanced and/or supervisory (senior-level) lease contract and program management work within the State Leasing Services Division at the Texas Facilities Commission. Develops, manages, and evaluates requests for proposals for lease contracts. May plan, assign, and/or supervise the work of others. Assists in implementing leasing program goals and objectives and assists the Director, State Leasing Services in developing and/or approving schedules, priorities and standards for achieving goals and objectives including those within TFC’s Strategic Plan. Acts as liaison with federal, state and local agencies for planning, organizing and supervising the application of leasing program applications. Assists in advising state agencies on the state leasing services for planning and various technical aspects of leasing facilities. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Maintains, manages and supervises the procurement and contract maintenance of lease space occupied by state agencies.
- Communicates with and provides assistance to the State Leasing Services Director, State Agencies, executive management, legislative officials, and the real estate community/private sector lessors on a timely basis.
- Performs analysis of real estate markets and state agency space needs.
- Interprets and enforces compliance with statutes, rules and contractual provisions for State Leasing Services.
- Supports leasing processes, including administration and preparation of lease specifications, lease contracts, contract amendments, memos, and business letters; assists with highly technical reports.
- Performs complex lease negotiations for lease renewals, space transfers, adding space, and related issues.
- Manages a lease space portfolio in ManagePath database software of assigned leased contracts and projects in Texas with state agencies as the tenant.
- Evaluates bid proposals.
- Enforces contract compliance; resolves disputes.
- Obtains floor plan approvals.
- Inspects lease space to ensure compliance and proper space utilization.
- Assists in developing and/or approving schedules, priorities, and standards for achieving objectives.
- Acts as liaison with federal, state, and local agencies in planning, organizing, and supervising applications; advises state agencies on the leasing program, planning problems, and technical aspects of facility leasing.
- Interprets and enforces compliance with state rules, statutes, and contractual requirements.
- Performs data entry and retrieval.
- Maintains recordkeeping system.
- May train others.
- May supervise the work of others.
- Performs related work as assigned.



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## **MINIMUM QUALIFICATIONS:**

- ◆ Graduation from an accredited four-year college or university with major course work in business administration, finance, real estate or related field. Additional full-time wage earning experience may be substituted for the education on a year-for-year basis.
- ◆ Minimum (3) years experience in commercial real estate, lease contract administration, real property operations or general administration management.

## **PREFERRED QUALIFICATIONS**

- ◆ Certification as a Certified Texas Contract Developer (CTCD)
- ◆ Certification as a Certified Texas Contract Manager (CTCM)
- ◆ Experience with ManagePath Software Database
- ◆

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Considerable knowledge of state laws and statutes regarding contract management practices.
- Considerable knowledge of the agency's purchasing policies and procedures.
- Considerable knowledge of commercial leasing and market analysis.
- Knowledge of Microsoft Windows, Excel, and ManagePath software.
- Knowledge in real estate industry.
- Proficient skill in evaluating products, equipment, and material; analyzing and organizing technical data.
- Proficient skill in the use of personal computers and applicable programs, applications, and systems.
- Skill in handling multiple tasks.
- Demonstrated ability to read, understand, and adhere to departmental policies and procedures, and the laws controlling state purchasing operations.
- Demonstrated ability to perform cost analysis, lessor qualification, and contract negotiations.
- Skill to deal with highly sensitive issues and information in a discrete and professional manner.
- Ability to provide customer service.
- Ability to assign and/or supervise the work of others.
- Ability to communicate effectively, both orally and in writing.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 36B Financial Management Technician, 36A Financial Manager, LS Logistics Specialist, 310X SC-Supply Corps Officer, SK Storekeeper, F&S Finance and Supply (Warrant), 3044 Operational Contract Support (OCS) Specialist, 3006 Operational Contract Support (OCS) Officer, 6COX1 Contracting, 6OCO Senior Material Leader-Upper Echelon, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433**



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Additional 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)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 16592640**

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