



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 25-26</b>		
<b>Business Title: Contract Specialist</b>		<b>State Classification: Contract Specialist IV</b>
<b>Salary Group: B22</b>	<b>Salary: \$5,833.34-\$7,500.00 (month) \$70,000.08-\$90,000.00 (year)</b>	<b>Hours/Week: 7:00 am – 4:00 pm, M-F*</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 12/10/2024</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: Facility Design and Construction (FDC)</b>		<b>Program: Minor Construction</b>

**Note: 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).**

### What is the Texas Facilities Commission (TFC):

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 28 million square feet of state-owned and leased facilities that house over 62,000 state employees in over 100 state agencies, all working in the service of the citizens of Texas. TFC oversees a varied property portfolio of office space, storage, warehouses, parking garages, and grounds of buildings across 283 cities and towns in Texas. Our team provides and contracts for the design and construction, property management, landscaping and custodial services, recycling and waste management services, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents.

**The Position:** TFC is looking for a Contract Specialist IV to perform highly advanced (senior-level) contract management work for the Facilities Design & Construction (FDC) Division. This individual will coordinate, track, and evaluate a broad range of contracts within FDC. The ideal candidate may plan, assign, and/or supervise the work of others. This individual works under general supervision, with extensive latitude for the use of initiative and independent judgment. The ideal candidate should have four (4) years of experience in state of Texas procurement or four (4) years of experience in contract development, management, evaluation, and monitoring, or four (4) plus combined years experience in the two. The ideal candidate should possess an extensive knowledge of state laws and statutes regarding contract management practices, extensive knowledge of the state’s purchasing policies and procedures, and knowledge of HUB “Good Faith Effort” policy and procedures. The ideal candidate should have the demonstrated ability to perform cost analysis, supplier qualification, and contract negotiations

### Top Benefits for working for the Texas Facilities Commission (TFC):

- Group Benefit Plan (GBP)-HealthSelect of Texas insurance-paid at 100% for full-time employees, 50% for dependents
- \$5,000.00 Basic Term Life and Accidental Death and Dismemberment
- Optional Term Life Insurance
- State of Texas Retirement Plan
- Texasaver 401(k) Plan
- Dental insurance plans
- State of Texas Vision insurance plan
- Short-term and/or long-term disability coverage
- (TexFlex) Flexible spending account (FSA)



## Texas Facilities Commission Employment Opportunities

- Employee Assistance Program (EAP)
- Generous paid holidays, vacation, and sick days

**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, 6C0X1 Contracting, 60C0 Senior Materiel 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.

Additional Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagementandProcurement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagementandProcurement.pdf)

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.

### **TFC Recruiting Policy:**

#### **Incomplete applications will not be considered.**

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.

As part of its employment process, TFC may conduct a criminal background check and/or a driver's record check. An applicant with an unsatisfactory criminal background check report and/or drivers record is ineligible to be hired for the position for which the report is initiated.

If hired, an employee must prove their permanent right to work in the United States and provide document(s) within three (3) days of hire date that establish identity and employment eligibility. We are unable to sponsor or take over sponsorship of an employment Visa.

**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.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



## Texas Facilities Commission Employment Opportunities

The Texas Facilities Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. TFC provides accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

If you need help with the employment process or require other accommodations, please contact the Human Resources office for assistance at (512) 463-3433.

**WIT Number: 16797428**

### **Contact Information:**

**Richard W. Allen, MBA, PHR, SHRM-CP**

Human Resources Specialist

Recruiting and Staffing

Talent Management

Texas Facilities Commission

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Direct: 512-463-3433

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