



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Contract Specialist in the Community Affairs Division

Job Posting Number: 18-016	State Classification: Program Specialist V / 1574
Division: Community Affairs	State Pay Grade: B21
Department: Fiscal	Posting Date: September 18, 2017
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$4,166.66 - \$5,000.00 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs advanced (senior-level) consultative and technical assistance in all Community Affairs programs. Work involves developing procedures for measuring progress made on operational plans or programs administered by the Community Affairs Division (CAD). May train other staff. Provides consultative services and technical assistance to subrecipients. Works under limited supervision, with considerable latitude in the use of initiative and independent judgment, within the scope of fiscal, reporting and program development.

SPECIFIC JOB FUNCTIONS

- Plans, develops, and reviews complex reporting, research projects and surveys related to the CAD Programs.
- Uses statistical methods and relational databases to analyze data sets.
- Collects, compiles, and analyzes research data.
- Oversees the completion of and monitors CAD program performance and expenditure reports and recommends appropriate changes.
- Assists with conducting data quality assurance procedures.
- Consults with other fiscal or program staff to provide consultative services and technical assistance to subrecipients.
- Provides consultative services and technical assistance to ensure effective program reporting. May assist in the website portal by answering questions, addressing customer complaints, writing FAQ's, best practices for website posting and to assist planning staff with statewide training.
- May prepare administrative reports and studies and performs specialized research projects.
- Reconciles, researches discrepancies and contacts appropriate subrecipient staff to implement required corrections to financial and programmatic reports.
- May prepare administrative reports and studies and performs specialized research projects.
- Assist in the compilation and preparation of the annual CSBG survey to streamline and facilitate survey results.



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- Develops program tools and resources to assist subrecipients in the administration of their programs, such as reporting, review of past performance, track performance and contract compliance.
- Develops studies, plans and methods to address and assess specific subrecipient needs.
- Attends departmental or sectional staff meetings.
- Complies with applicable safety rules, regulations and standards.
- Performs other related duties as assigned.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Community Affairs Division, including performing risk assessments of the section and/or division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Experience in contracting, developing contracts, business administration and accounting principles and practices, and of policies and procedures of contract management.
- Experience in evaluating contracts and recommend future status; evaluating fiscal data for reasonableness, necessity, and conformity with contract requirements; writing and editing contract requirements and specifications.
- Skill in conducting qualitative and quantitative research, in the use of a computer and applicable software, and in using statistical tools and programs.
- Experience in the research, and reporting management of a program.
- Ability to plan, organize, and coordinate research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; to communicate effectively.
- Graduation from an accredited four-year college or university with major course work in a related field relevant to the assignment. Three years or more of qualifying experience with a government agency or social service agency preferred. Experience and education may be substitute for one another.

FACTORS

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state, and federal laws related to the financial and reporting practices and techniques.
- Ability to gather, assemble and analyze facts to develop concise reports and report data electronically to design processes to simplify and streamline reporting.
- Ability to manage large documents through draft, pagination and revision process.
- Considerable knowledge in office practices and administrative procedures in the field in which the work is performed.
- Must demonstrate analytical and organizational abilities.
- Skill in the use of electronic data and word processing equipment and software.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, subrecipients and the general public.
- Must communicate effective both orally and in writing.

OTHER:

Physical Requirements:

- Ability to sit for long periods of time.
- Normal work environment.

Military Crosswalk information can be accessed at: [Military Crosswalk](#)



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Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs.

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.