



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 (INTERNAL)

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| Job Posting Number: 18-030 | State Classification: Program Specialist V / 1574 |
| Division: Community Affairs | State Pay Grade: B21 |
| Department: Fiscal | Posting Date: December 20, 2017 |
| Established Work Hours: 8:00 A.M. – 5:00 P.M. | Application Deadline: December 27, 2017 |
| Starting Salary: \$4,166.66 - \$5,333.33 / mo. | Duration: Full Time |
| Number of Openings: 1 | Location: Austin, Texas |

This is an internal job posting, only current TDHCA employees may apply.

GENERAL DESCRIPTION

Performs highly complex (senior-level) contract management work for the Comprehensive Energy Assistance Program (CEAP), Community Services Block Grant (CSBG) Weatherization Programs (DOE and LIHEAP) under the Community Affairs Division. Work involves reviewing and monitoring all monthly expenditure and performance reports; preparing summary of financial and performance reports; developing and processing contracts, contract renewals, and amendments. Work is performed under limited supervision, with considerable latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Receives and maintains records of funding notifications from federal funding agencies and coordinates with planning and/or fiscal staff to determine contract allocations.
- Coordinates and/or oversees contract execution, including boilerplate revisions; contract review, approval and execution.
- Maintains record of appropriation, expenditures, available balance, and collections of CEAP, CSBG, DOE and LIHEAP program funds.
- Create CEAP, CSBG, DOE and LIHEAP program contracts and contract amendments in the Community Affairs Contract System
- Monitors and coordinates the contract signature process within the Department to ensure designated managers and directors sign contracts in a timely manner.
- Reviews proposed contract budget and assists planning and/or fiscal staff with final contract negotiation.
- Coordinates the resolution of payment related issues necessary to process reimbursements for subrecipients
- Identifies area of needed training and technical assistance for additional review and training.
- Works in conjunction with the T&TA team to prepare background for appropriate training opportunities.
- Evaluates expenditure data and makes projections to ensure appropriate use of funds.



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- Contacts appropriate CEAP, CSBG, DOE and LIHEAP subrecipient personnel to implement all needed corrections to financial and programmatic reports.
- Conducts monthly desk reviews of subrecipient expenditure reports for completeness, appropriateness, and accuracy, and when appropriate, corrects reports or notifies fiscal and/or planning staff responsible for obtaining accurate information.
- Performs and documents desk monitoring reviews for CEAP, CSBG, DOE and LIHEAP subrecipients that have been determined to be “low risk” subrecipients.
- Processes CEAP, CSBG, DOE and LIHEAP subrecipient monthly financial and programmatic reports.
- Provides training and technical assistance to subrecipients during various phases of the contracting and reporting processes in order to comply with policies, regulations, billing requirements, and other contract related subjects.
- Assist subrecipients with data collection in statewide databases and reporting systems.
- Review data collected via statewide database to assist with proposing solutions to improve data accuracy.
- Develops reports for contract closeout at the end of each contract period including identification of disallowed cost, notification to subrecipients and verification of receipt of refunds for reobligation.
- Maintains tracking log of receipt of monthly financial and performance reports for CEAP, CSBG, DOE and LIHEAP programs.
- Tracks and notifies subrecipients via e-mail of delinquent reports.
- Complies with all departmental policies and procedures.
- Responsible for implementing and maintaining the Department's Enterprise Risk Management Program and its affect in the Community Affairs Division, including performing risk assessments of the Community Affairs Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

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

FACTORS

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate mathematic, analytical and organizational abilities.
- Considerable knowledge of contracting procedures.
- Knowledge of government accounting, budget control methods and spreadsheets.
- Considerable, progressively responsible experience in office practices and administrative procedures in the specialized field in which the work is performed.
- Ability to plan and coordinate financial programs, procedures and communicate effectively.
- Skill in the use of electronic data and word processing equipment and software.
- Knowledge of agency rules, regulations, policies, procedures, and the ability to interpret them.
- Ability to establish and maintain effective working relationships with supervisor and co-workers; to deal with the public; and to communicate effectively both orally and in writing.

OTHER:



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PHYSICAL REQUIREMENTS:

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

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

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 schedule.

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.