



**TEXAS MILITARY FORCES**  
 Joint Forces Headquarters  
**Adjutant General's Department**  
 Post Office Box 5218  
 Austin, Texas 78763-5218  
 512-782-5001

**STATE AGENCY  
 JOB VACANCY NOTICE**

**POSTING NUMBER:** 2012-37

**POSTING DATE:** 19 January 2012

**CLOSING DATE:** 01 February 2012

**TITLE:** Manager IV (**Business Manager - Contract Management Branch Manager**)

**STATE CLASSIFICATION #:** 1603

**SALARY GROUP:** B25

**MONTHLY SALARY:** \$6,600.00 to \$7,500.00

**OPENINGS:** 1 (More than one position may be filled.)

**FULL TIME**     **PART-TIME**     **TEMPORARY**

**HOURS WORKED WEEKLY:** 40 Hours - (Monday – Friday)

**SHIFT WORK:**  Yes  No

**FLSA:** Admin-Exempt    **JOB CATEGORY:** P

**TRAVEL REQUIRED:**  Yes (up to 20%)  No

**AGENCY CAR FURNISHED:**  Yes  No

**WORK LOCATION:** Facilities Management, Building 1, Camp Mabry, Austin Texas 78703

**INTERVIEW LOCATION:** Adjutant General's Department, Camp Mabry, Austin, TX 78703

**APPLICATION PROCESS:** Applicant must complete and submit the State of Texas Application for Employment for each posting. Interviews are scheduled based on the information provided on the employment application. Summary of experience must be specific and clear, assumptions are not made. Include all employment history and do not leave questions blank. Resumes may be accepted at the time of interview. Copy of official transcript and proof of required certification may be required at interview. Submitted applications become public record and are subject to disclosure.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

**NATIONAL AGENCY CHECK AND INQUIRY:** Selected candidate must complete security clearance. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85P. Completed forms are submitted to the OPM for the background investigations.

**HOW TO APPLY**

<b>APPLY ONLINE AT:</b> www.workintexas.com	<b>MAIL APPLICATION TO:</b> Adjutant General's Department ATTN: NGTX-RMH P. O. Box 5218 Austin, TX 78763-5218	<b>APPLY IN PERSON:</b> Monday-Friday, 8 AM to 4 PM 2200 West 35 <sup>th</sup> St. Camp Mabry, Building 11 Austin, TX 78703
<b>FAX APPLICATION TO:</b> (512) 782-5669		Telephone: (512) 782-5133
<b>EMAIL APPLICATION TO:</b> txagdstatejobs@tx.ngb.army.mil		

*The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.*

2012-37

SG-B25

MANAGER IV

Class No. 1603

(Business Manager - Contract Management Branch Manager)

### **GENERAL DESCRIPTION**

Performs advanced (senior-level) managerial work overseeing the daily operations and activities of the Contract Management Branch of the Facilities Directorate at the Adjutant General's Department (AGD). Establishes and implements goals and objectives; develops guidelines, procedures, policies, rules and regulations; develops schedules, priorities and standards for achieving established goals. Coordinates and evaluates program activities; and develops and evaluates budget requests. Plans, assigns, evaluates and supervises the operations and activities of regional managers, program managers and technicians. Reports to the Construction and Facilities Management Office (CFMO) Director and works under limited supervision with considerable latitude for the use of initiative and the independent judgment.

### **ESSENTIAL JOB FUNCTIONS**

- Oversees the planning and contract administration of CFMO service contracts, professional services contracts, construction/repair contracts, and any other specialized contracts or special purchases.
- Oversees the coordination of project managers and agency staff in identifying and verifying requirements, writing scopes of work, negotiating with vendors, requesting funds, coordinating inspections of work, and closing contracts.
- Oversees the coordination with the Adjutant General's Department for the procurement, contract formation and rate/price establishment of CFMO contracts executed under state purchasing procedures.
- Oversees the coordination with the United State's Property and Fiscal Office for the procurement, contract formation and rate/price establishment of CFMO contracts executed under federal purchasing procedures.
- Responsible for the coordination of development and implementation of all military construction cooperative agreements to include required modifications and closes out agreements.
- Advises project managers on all project procurement and business matters of the Directorate.
- Provides technical guidance and management oversight of compliance with contract terms and conditions.
- Coordinates with CFMO staff for property acquisition activities to include but not limited to title searches and/or obtaining title certificates.
- Oversees the coordination of CFMO staff in developing and managing lease agreements.
- Oversees the coordination of warranty enforcement for CFMO contracts and purchases.
- Ensures that the agency is in compliance with labor standards.
- Furnishes data for capitalization records.
- Responsible for coordination with State Purchasing and Contracting in developing and implementing State contracting policies, procedures and formats to include: special conditions, and terms and conditions.
- Oversees the maintenance of appropriate files.
- Represents the CFMO at meetings, hearings, trials, conferences and seminars or on boards, panels and committees.

- Plans, assigns and supervises the work of others.
- Performs related work as assigned.

## **MINIMUM REQUIREMENTS**

### **EDUCATION:**

- Graduation from an accredited four-year college or university is required.

### **PREFERRED EDUCATION:**

- Graduation from an accredited four year college or university with major course work in business administration or an accredited law school with a J.D. preferred.

### **EXPERIENCE:**

- Eight years experience in contract management.
- Three years supervisory experience supervising employees in a contract management environment.
- Experience in scheduling, team building and organizational development is required.
- Experience in public speaking and conducting presentations is also required. **(Relevant experience must be demonstrated on application for employment.)**

### **REGISTRATION, CERTIFICATION OR LICENSURE:**

- Licensed as an attorney by the State of Texas preferred.
- TBPC Certified Texas Purchasing Manager is preferred.
- Valid driver's license is required. The ability to obtain a Texas Driver's License will be required within first 30 days of employment. Satisfactory driving records are required for operating state or personal vehicles to conduct agency business.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- law and legal principles and practices relevant to construction;
- construction contract management
- applicable business practices;
- Texas state procurement rules and contract management systems and processes;

### **Skill in:**

- a personal computer with various applications to include MS Office, MS Project and Facilities Management software;
- successfully negotiating agreements; and
- directing timely production of project documents, proposals and agreements.

### **Ability to:**

- make independent judgments, think innovatively and work independently;
- make sound decisions impacting project cost and time;
- manage multiple program activities
- establish goals and objectives;
- devise solutions to problems;
- develop and evaluate policies and procedures;
- prepare accurate reports in a timely manner;
- effectively communicate both in writing and verbally;
- plan, assign and supervise the work of others;
- establish and maintain effective work relationships, and to build and sustain effective teams; and

- travel up to 20% of the time to conduct business throughout the state.

### **PHYSICAL CONDITIONS**

Work may be performed inside in an office setting or outside at project or work sites. Work may involve sitting, standing, walking, stooping, kneeling, climbing or crawling. Occasionally work may be performed in inclement weather and/or may required protective equipment. Work requires regular use of a personal computer and telephone. This position may periodically require the ability to lift, carry, move and/or set up equipment and materials that weigh up to 50 pounds.

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*The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.*