



SOUTH TEXAS DEVELOPMENT COUNCIL (STDC) is accepting applications for the following position:

Contract Specialist (Annual Salary Range: \$32,000 to \$35,000)

EMPLOYMENT SUMMARY: The STDC Ryan White Part B Administrative Agency Program is looking for a self-motivated, quick learning and task oriented individual to work as **Contract Specialist**. Summary of job tasks include:

- Develops solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.
- Monitors contract performance by examining budgets, billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies.
- Administers the billing process and eligibility monitoring functions for contract billings.
- Evaluates expenditure data and makes projections to ensure appropriate use of funds.
- Reviews fiscal expenditure reports for completeness, appropriateness, and accuracy.
- Serves as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements.
- May coordinate and facilitate procurement-related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.
- May monitor legal and regulatory requirements pertaining to contracting.
- May recommend the cancellation of contracts and assist in the dispute resolution process.
- May recommend changes to solicitation and contract boilerplate documents and other contract related documents.
- May prepare specifications for requests for bids.
- May assist with negotiating contracts, contract renewals, and amendments.
- May assist in preparing and distributing contracting/procurement reports.
- May travel for meetings and trainings.
- Performs related work as assigned.

This position reports directly to the Program Manager with moderate supervision, with moderate latitude for the use of initiative and independent judgment.

QUALIFICATIONS: Graduation from an accredited four year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

SKILLS AND ABILITIES: Ability to adapt to environment, multi-task, and reconcile billing expense amounts.

APPLICATION: Applications may be obtained by contacting Maribel Rodriguez, Program Manager at mrodriguez@stdc.cog.tx.us. Applications may also be acquired by visiting the STDC website at <https://stdc.cog.tx.us/employment-opportunities/>. All applications submitted must be accompanied by a current resume.

BENEFITS: Group Health, Sick Leave, Paid Vacation, Paid Holidays and Retirement Plan. STDC is an Equal Opportunity Employer.