

JOB POSTING

Houston-Galveston Area Council seeks the following for an immediate opening:

Position: Contract System Administrator Position #: PS11001
Department: Public Services Reports to: Public Services Contracts Manager

Summary of Position: Performs advanced contract management work. Work involves developing and evaluating a broad range of contracts for goods and services and being proficient in contract standards and language. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Examples of Work:

1. Develops, monitors and maintains contract management systems and activities
2. Inputs/retrieves data in program management database and management system
3. Works directly with vendors and potential member end users during the contracting process
4. May be called upon to negotiate contract terms and conditions with vendors and end users
5. Directly assists vendors during the Bid/Proposal and Contract processes
6. Gathers and analyzes data, such as statutes, decisions, codes and other documents
7. Monitors contract activities and contract terms and conditions and recommends appropriate actions as necessary
8. Works closely with contractors, end users, cooperative purchasing staff
9. Produces reports and correspondence
10. Interfaces with other Team members on contract related issues for products and services
11. May participate in pre-bid/proposal conferences
12. Fosters three-way relationships between H-GAC, End Users, and Contractors
13. Interfaces with contractors and end users on program policies and procedures

Minimum Requirements

1. Bachelor's degree in contract administration, public administration, business management or a closely related field is required. Minimum of 5 years experience in contract management field. Experience in contract development, management, evaluation and negotiation with executive level vendor representatives and attorneys
2. A solid understanding of contracting regulations and policies and contract terms and conditions such as indemnification and limitation of liability, confidentiality and intellectual property rights
3. Comprehensive knowledge of State of Texas Procurement Code, Uniform Commercial Code and other applicable government regulations is required
4. Ability to work independently and as part of a team to negotiate contract terms and conditions
5. Experience and education may be substituted for one another
6. Excellent knowledge of Business English, spelling, punctuation, math, office practices, equipment and materials
7. Ability to communicate effectively both orally and in writing; ability to initiate and maintain effective relationship with associates, senior public officials, and contractors
8. Ability to use a personal computer in a network environment (SharePoint, Microsoft Word, EXCEL and SQL Database)
9. Must show attention to detail and the ability to be thorough in completing work tasks
10. Job requires a willingness to take on responsibilities and challenges

Salary Level: Level 7, Professional III \$49,400 – \$79,198

Application Process: Please apply online at www.h-gac.com/careers
Internal candidates should express interest by contacting the Human Resources Department.