

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 23-0374

**JOB TITLE:** Contract Manager I

**MONTHLY SALARY:** \$6245.17-\$6245.17

**POSTING DATE:** January 9, 2023

**LOCATION:** 300 WEST 15<sup>TH</sup> STREET, 6<sup>TH</sup> FLOOR, AUSTIN 78714

**WORKING TITLE:** Contract Manager

**DEPENDING ON QUALIFICATIONS**

**DURATION:** UNTIL FILLED

### **GENERAL DESCRIPTION**

The State Office of Risk Management is looking for a Contract Manager who will be responsible for overseeing the execution and administration of contracts by defining requirements and negotiating, awarding, developing, and monitoring contracts. The Contract Manager also ensures that the contract is satisfactorily performed, and the responsibilities of both parties are properly discharged. Transparency is key throughout the life of a contract, so regular communication with stakeholders and management is critical.

This position is a key role in Compliance Management and serves as a resource throughout the agency. You will work collaboratively with Legal Services' staff and a wide variety of other people. Your duties are designed to complement the procurement and contracting responsibilities of the Director of Compliance Management and General Counsel.

SORM is a unique state agency. We serve the public by directly serving other state entities with their workers' compensation claims, insurance and risk management programs, and continuity of operations (COOP) plans. SORM's unique culture embraces communication, creativity, and critical thinking. We hire results-oriented, curious, innovative, and adaptable people with a strong desire to help our clients, and one another, succeed. SORM continually seeks to enhance the agency's expertise and service by hiring talented people whose aspirations align with the Office's vision. If you are a service-minded professional looking for the stability of state service, we would love to visit with you.

As a state employee, you are automatically enrolled in the state's retirement plan, and are eligible for additional health insurance benefits.

Level of Supervision of State Classification: Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### **ESSENTIAL JOB FUNCTIONS**

Monitors legal and regulatory requirements pertaining to procurement and contracting to ensure compliance with applicable rules, laws, and the State of Texas Procurement and Contract Management Guide

Confers and collaborates with others on a regular basis. Contributes to team effort by accomplishing results and providing assistance as needed.

Acts as a resource for business owners. Before procurements occur, reviews terms and conditions in quotes, purchase orders, user agreements, license agreements, warranty and maintenance agreements, etc. and educates business owners and management on compliance with future requirements as well as "dos and don'ts" for the contemplated purchase.

Prepares the scope of work, specification, and conditions for new and existing contracts, prepares contracts, leads negotiation strategies; and awards new contracts. Coordinates the processing of contract documents to ensure that management understands and authorizes contract terms.

Develops specifications, solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications, renewals, and amendments.

Oversees the operations and activities of monitoring contract performance after contract execution, including developing and tracking key metrics; monitoring compliance with deliverable and reporting requirements, drafting and maintaining controlled correspondence to document enforcement of contract terms, monitoring and reporting of vendor performance, and ensuring that contract performance and practices are consistent with applicable rules, laws and the State of Texas Procurement Manual and Contract Management Guide.

Oversees and/or is responsible for monitoring and documenting, through active engagement with business users, contractors' progress and performance to ensure goods/services conform to the contract or purchase order requirements.

Understands relevant contract provisions in active contracts and purchase orders, communicates contractual obligations to all parties involved, and proactively identifies contractor performance issues and/or internal performance issues that affect efficiency and effectiveness of goods/services.

Maintains and conveys information concerning the effectiveness and quality of services being provided. Responsible for communications to ensure management is aware of developing problems or issues so the problem/issue can be addressed in a timely manner.

Monitors and analyzes contractor performance issues and makes recommendations on solutions to effectively and equitably resolve contractual issues.

Identifies additional performance requirements that will enhance SORM's return on investment/use of contracted goods and services.

Maintains detailed and up-to-date information on contracts and purchase orders, prepares and distributes contracting/procurement reports concerning the effectiveness and quality of goods/services being provided, and revises contract administration policies and procedures as needed.

Develop expertise on the CAPPS Financial system to promote compliance with procurement and contracting requirements.

Creates, implements, and regularly reviews contract monitoring best practices. Drafts and puts into practice the agency's Contract Management Handbook.

May establish or improve business processes, develop and implement forms, letters, templates, etc. May recommend changes to solicitation and contract boilerplate documents and other contract related documents.

May act as a liaison to coordinate and facilitate financial audits by other state entities.

Serves as the principal contract liaison between management, the Board, contractors, the Legislature, and other customers. May handle requests for information and provide information verbally and in writing. May prepare written responses to routine requests.

Meets with contractors on a regular basis to review progress, discuss problems, and consider necessary changes. May coordinate and/or establish a reporting schedule and the content of vendor reports.

Examine billings, fiscal date, and eligibility determinations for compliance with contractual terms. Assists with internal invoice review to ensure billing is consistent with contractual provisions and performance discounts are identified and utilized.

May assist in reviewing legal documents, legislation, administrative rules, and amendments.

Conveys complex information in a manner that is easy for the reader to understand

May conduct contract and procurement training for relevant personnel.

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May assign and supervise the work of others.  
Performs related work as assigned.  
Maintains relevant knowledge necessary to perform essential job functions  
Attends work regularly in compliance with agreed-upon work schedule  
Ensures security and confidentiality of sensitive and/or protected information  
Complies with all agency policies and procedures, including those pertaining to ethics and integrity

### **MINIMUM QUALIFICATIONS**

Education: Graduation from accredited four-year college or university with major coursework in business, public administration, law or a related field.  
Experience and education may be substituted for one another.  
Experience: At least two years of experience in contract administration, management, evaluation, and/or monitoring contracted vendors  
Certification: Obtain and maintain Certified Texas Contract Manager (CTCM) and Certified Texas Contract Developer (CTCD) designations.  
Knowledge: Negotiation strategies and techniques, contract administration, and monitoring contracts; systems and procedures to evaluate a third-party vendor's performance; and applicable rules, laws, and best practices for procurement and contract management  
Knowledge, skill, and ability to analyze, interpret, and apply rules, laws and the State of Texas Procurement and Contract Management Guide  
Skill in developing contracts, in problem resolution, and in the use of a computer and applicable software  
Skill in conducting data searches and preparing concise and accurate reports  
Skill in handling multiple tasks, prioritizing, and meeting deadlines  
Skill in effective oral and written communication  
Skill in exercising sound judgment and effective decision making  
Ability to exercise sound judgment in making critical decisions, to analyze complex information and develop plans, to interpret complex data, to effectively demonstrate negotiation and facilitation skills  
Ability to interpret policies, procedures, and regulations; to evaluate data for conformity with contract requirements; to write and edit contract requirements and specification; and negotiate features of a contract  
Ability to receive and respond positively to constructive feedback  
Ability to work cooperatively with others in a professional office environment and maintain effective working relationships  
Ability to supervise the work of others  
Ability to provide excellent customer service  
Ability to arrange for personal transportation for business-related travel  
Ability to work more than 40 hours as needed and in compliance with the FLSA  
Ability to lift and relocate 30 lbs.  
Ability to travel (including overnight travel) up to 5%

### **PREFERRED QUALIFICATIONS**

More than one year of experience utilizing the CPA's CAPPs Financial system  
2 years' experience and/or education with (a) drafting, negotiation, interpretation, application of contractual terms; (b) vendor management or oversight; and/or (c) public entity contract management or contract administration  
Experience with coordinating and facilitating financial audits by other state entities

### **TO APPLY**

All applications for employment with the State Office of Risk Management must be submitted electronically through [www.WorkInTexas.com](http://www.WorkInTexas.com). A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Insurance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Insurance.pdf)

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