

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -
Contracts and Procurement

SALARY GROUP: B19

DEPARTMENT: Contracts and Procurement

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Billy Sanders

DATE: 06/07/2012

POSITION #: 003093

I. JOB SUMMARY

Performs complex consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in providing guidance to staff in the development and integration of new methods and procedures for the Advanced Purchasing and Inventory Control System (ADPICS); assists in the completion of and monitors specification writing and commodity table updates and in recommending appropriate changes; and develops policy and procedure manuals.
- B. Reviews and evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements; and conducts surveys and reviews to ensure compliance with agency requirements, laws, regulations, policies, and procedures.
- C. Provides consultative services and technical assistance to plan and implement effective agency programs and services; participates in program planning, development, implementation, analysis, and documentation; assists in analyzing the application of and variations in programs to develop action plans for improving and initiating new programs; and prepares or assists in the preparation of administrative reports, studies, and specialized research projects.
- D. Studies and analyzes operations and problems and prepares reports of findings and recommendations; prepares justifications for the implementation of policy changes; works with the program staff in determining trends and resolving technical problems; and assists in planning and developing educational programs.
- E. Provides liaison with program staff, other departments, agencies, organizations, and the public.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning accounting, financial auditing, statistical analysis, purchasing, management information systems, or program administration experience.
3. Experience in automated purchasing preferred.

B. Knowledge and Skills

1. Knowledge of principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of program planning and implementation.
4. Knowledge of automated purchasing systems preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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11. Skill to develop and evaluate administrative and operational policies and procedures.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill to review technical data and prepare technical reports.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.