

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –  
Contracts and Procurement

SALARY GROUP: B21

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: 04/09/2015

POSITION #: 003100

**I. JOB SUMMARY**

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, implements, coordinates, and monitors the operational and reporting functions in support of contracting and procurement activities to include evaluating automated procurement systems, training programs, and operating procedures; establishes program goals and objectives; and develops and approves schedules, priorities, and standards for achieving goals.
  - B. Oversees and conducts program analyses, reviews, and special projects to provide information and implement new programs or procedures in response to state or agency needs; monitors and ensures compliance with laws, regulations, policies, and procedures; and assists in planning and developing educational and training programs.
  - C. Prepares and oversees the preparation of state required and agency management reports; prepares and oversees the development of standard operating procedures; and coordinates open records requests responses.
  - D. Determines trends and resolves operational problems; and provides technical assistance and guidance to employees in handling difficult or complex problems.
  - E. Plans, assigns, and supervises the work of others.
- \* 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 Business Administration, Finance, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning program administration, purchasing, or contracting experience.
3. Experience in the supervision of employees preferred.
4. Experience in purchasing and contracting under the laws and regulations of the State of Texas preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of state and federal laws, rules, regulations, and statutes relating to contract purchasing within a state agency.
3. Knowledge of automated purchasing systems, methods, and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill to establish goals and objectives.
9. Skill to oversee program activities.

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10. Skill in administrative problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to review technical data and prepare technical reports.
13. Skill to plan, assign, and supervise the work of others.

**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.