

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –  
Contract Management

SALARY GROUP: B21

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

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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: Oscar Mendoza DATE: 8/25/2015

POSITION #: 034046

**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, monitors, and evaluates the operational aspects of the contracted services provided for private correctional facilities; establishes goals and objectives; monitors contract modification needs; drafts and coordinates contract language with agency staff; oversees the technical review of all vendor bids; and participates in the negotiation process for vendor selection.
- B. Develops and implements techniques for evaluating program operations; oversees and conducts surveys, inspections, and reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures; oversees staff monitoring adherence to contractually-mandated performance measures; and provides guidance in resolving compliance issues and problems.
- C. Ensures state-owned equipment and buildings are maintained, repaired, or replaced in a cost-efficient manner to include researching and coordinating funding sources; and assists in planning and developing education programs.
- D. Oversees the preparation of administrative reports and studies and specialized research projects; oversees the completion of and monitors required performance reports and recommends appropriate changes; and prepares and evaluates program budget requests.

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- E. Determines trends and resolves operational problems; provides technical assistance on program services; and responds to emergencies to include escapes, disturbances, and hostage situations.
- F. Plans, assigns, and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**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, Criminal Justice, 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 criminal justice experience to include two years technical review or program evaluation.
- 3. Three years full-time, wage-earning experience in the supervision of employees.
- 4. Contract management experience preferred.

**B. Knowledge and Skills**

- 1. Knowledge of the principles and practices of public administration and management.
- 2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
- 3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
- 4. Knowledge of techniques to effectively monitor agency programs 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.

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7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill to develop and evaluate program goals, objectives, and procedures.
9. Skill to oversee program activities.
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 in public address.
13. Skill to review technical data and prepare technical reports.
14. 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, climb stairs, 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, automobile, weapons, and restraining devices.