



## Job Description

### **Contract Specialist II, III, IV or V - (2503588)**

#### Position Information

Are you looking for an exciting and rewarding career opportunity? Look no further! TxDOT's Tyler District Maintenance office is looking for a Contract Specialist II, III, IV or V to join their team. If you enjoy working in a great atmosphere and would like to help TxDOT make the Texas roadways safer for your family and friends, then apply for this position. Come join our TxDOT family and build a career as big as TEXAS!

#### Salary Range:

Contract Specialist II (B18): \$45,521 - \$71,055

Contract Specialist III (B20) \$51,158 - \$81,351

Contract Specialist IV (B22) \$57,614 - \$93,138

Contract Specialist V (B24) \$65,104 - \$106,634

**The Texas Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level and all other appropriate factors, and based on business needs.**

**Minimum Salary:** 45,521.00 **Maximum Salary:** 106,634.00

**Pay Basis Yearly FLSA Status:** Nonexempt

#### Work Locations:

2709 WEST FRONT STREET  
Tyler 75702

#### Other Locations:

**Travel** Yes, 5 % of the Time

**Shift:** Day Job **Shift Details:** Mon-Fri; 8-5

**Location Flexibility:** Onsite

#### Benefits and Perks

At TxDOT, we value work-life balance and are committed to providing our employees with a comprehensive range of benefits and programs, including:

- Retirement Plans
- Alternative and/or Flexible Work Schedules
- Paid Leave and Holidays
- Health Premiums paid at 100% for Full-Time Employees
- On-the-Job Training
- Tuition Assistance Program
- Holistic Wellness Program with Leave Incentives
- Career Development and Advancement Opportunities

- Family-Friendly Policies and Programs

In 2024, TxDOT was recognized as a Best Place for Working Parents, and many of our offices statewide are also designated as Texas Mother-Friendly Worksites. These recognitions reflect our dedication to supporting families and promoting a healthy work-life balance.

For a complete list of our total compensation package please visit our website at: [Total Compensation Package](#)  
To view benefits available to all State of Texas employees visit: [Benefits at a Glance | ERS \(texas.gov\)](#)

## **Position Description**

Contract Specialist II: Performs complex contract duties to include developing, analyzing, evaluating, reviewing, processing, ensuring applicable compliance, inspecting, implementing and/or monitoring contracts. Work requires extensive contact with governmental officials, division and district personnel. Employees at this level perform work independently on assignments; however, all unusual issues are referred to the supervisor.

Contract Specialist III: Performs highly complex contract duties to include developing, analyzing, evaluating, reviewing, processing, ensuring applicable compliance, inspecting, implementing and/or monitoring contracts. Work requires extensive contact with governmental officials and private entities. Employees at this level establish their own work plan and priorities to meet set objectives. Issues are rarely referred to the supervisor but are handled at the occurrence.

Contract Specialist IV: Performs advanced contract duties to include developing, analyzing, evaluating, reviewing, processing, ensuring applicable compliance, inspecting, implementing and/or monitoring contracts. Work requires extensive contact with governmental officials and private entities. Employees at this level establish their own work plan and priorities to meet set objectives. Issues are rarely referred to the supervisor but are handled at the occurrence.

Contract Specialist V: Performs highly advanced contract duties in direct support of agency transportation-related programs to include developing, analyzing, evaluating, reviewing, processing, ensuring applicable compliance, inspecting, implementing and/or monitoring contracts. Work requires extensive contact with governmental officials and private entities. Employees at this level establish their own work plan and priorities to meet set objectives. Issues are rarely referred to the supervisor but are handled at the occurrence.

## **Essential Duties:**

### **The essential duties for the Contract Specialist II include:**

- Assists with recommending policy and/or procedure changes.
- Develops, writes, revises, or prepares contracts, amendments, procedures, forms, related documents and provisions, financial/statistical graphs and/or reports.
- Assists in monitoring contractors' insurance certificates.
- Composes and transmits conditional award notices.
- Coordinates start-work date ensuring all necessary materials will be available for the contractor.
- Ensures contracts are payable and meet all legal requirements.
- Prepares bid proposals including researching previous contracts, writing specifications, advertising notice to bid; contacting bid list contractors; scheduling and conducting pre-construction/pre-bidding conferences and public bid openings.
- Reviews contracts, amendments, subcontracts, procurement documents, change orders, work orders, supplemental agreements, time extensions, acceptance testing and consultant qualifications.
- Reviews, interprets and clarifies statutes, regulations, standard policies and procedures to ensure compliance with Department and governmental regulations.
- Performs other job responsibilities as assigned.

**The essential duties for the Contract Specialist III include all the above and:**

- Analyzes, interprets legislation and coordinates the development of policies and procedures to ensure compliance with Department and governmental regulations.
- Assists in researching and making recommendations concerning contract administration systems.
- Assists with contract negotiations.
- Assists with recommending policy and/or procedure changes and solutions.
- Researches state and federal statutes and opinions, Department policies and previous contracts.
- Reviews contracts, amendments, subcontracts, procurement documents, change orders, work orders, supplemental agreements, time extensions, acceptance testing and consultant qualifications.

**The essential duties for the Contract Specialist IV include all the above and:**

- Acts as a consultant and provides technical assistance to plan, develop, implement, and monitor effective programs; researches and makes recommendations concerning contract administration systems.
- Acts as a liaison with Regional Mobility Authorities, Metropolitan Planning Organizations, districts, divisions and other state Department of Transportation agencies concerning contract administration systems.
- Analyzes, interprets legislation, statutes, federal regulations and coordinates the development of policies and procedures to ensure compliance with Department and governmental regulations.
- Confers with legal staff and management on various legal matters; inspects and reviews contracts for compliance with certification requirements, laws, regulations, policies, and procedures.
- Develops, writes, revises and/or prepares complex contracts, amendments, procedures, forms, related documents and provisions, financial/statistical graphs and reports.

**The essential duties for the Contract Specialist V include all the above and:**

- Develops plans for implementing new contract evaluation requirements.
- Develops, writes, revises and/or prepares highly complex contracts, amendments, procedures, forms, related documents and provisions, financial/statistical graphs and reports.
- Executes agreements and contracts.
- Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies; recommends cancellation of contracts when deviations occur.
- Monitors contractors' insurance certificates.
- May serve as a lead worker by serving as a resource for complex questions; presenting workflow and operational updates to the supervisor/manager; providing input on team members' career conversations; and approving leave requests to ensure operations coverage.

**Minimum Qualifications:**

**Education:** Bachelor's Degree in Business Administration, Finance or related field. *Relevant work experience may be substituted for degree on a year per year basis.* [Substitutions for Minimum Qualifications](#)

**Experience:**

Contract Specialist II: 2 years in contract administration, administrative support, bookkeeping or accounting.

Contract Specialist III: 3 years in contract administration, administrative support, bookkeeping or accounting.

Contract Specialist IV: 4 years in contract administration, administrative support, bookkeeping or accounting.

Contract Specialist V: 5 years in contract administration, administrative support, bookkeeping or accounting.

*(Related graduate level education may be substituted for experience on a year per year basis.)*

**Licenses and Certifications:**

- Valid driver's license. This position requires driving a state vehicle.

**Competencies:**

**The competencies for the Contract Specialist II include:**

Considerable Knowledge of

- Contract writing and specifications
- Applicable computer operating systems and relevant applications
- Contract development and oversight
- Contract administration/management systems
- Contract record-keeping

Proficient Skill in

- Monitoring contracts and procedures
- Developing, interpreting, and implementing policies, procedures, and technical information
- Writing, reviewing and revising documents to include engineering notes, specifications, standards and procedures
- Preparing and maintaining confidential and sensitive records, files, and reports

Other Attributes

- Exercises logic and reasoning to define problems, establish facts and draw valid conclusions; makes decisions that support business objectives and goals

**The competencies for the Contract Specialist III include all the above and:**

Extensive Knowledge of

- Applicable computer operating systems and relevant applications
- Auditing and investigative methods, practices and procedures
- Contract record-keeping
- Contract billing procedures

Expert Skill in

- Research and analysis methodologies
- Researching, analyzing, and interpreting policies and state and federal laws and regulations specific to functional area
- Administrative support practices and procedures to include writing, editing and report writing techniques, recording meeting notes, record keeping and records management

**The competencies for the Contract Specialist IV include all the above and:**

Extensive Knowledge of

- Contract development and oversight
- Contract negotiation, development and management methods
- Contract writing and specifications
- Contract administration/management systems

Expert Skill in

- Developing, interpreting, and implementing policies, procedures, and technical information

**The competencies for the Contract Specialist V include all the above and:**

Expert Skill in

- Leading, assigning, reviewing, and monitoring the work of others
- Analyzing business, technical, and managerial problems and developing, recommending, and implementing effective solutions
- Persuasion and negotiation of critical issues
- Analyzing and organizing business and technical data
- Monitoring contracts and procedures

**Physical Requirements and Working Conditions:**

- Sedentary work: Lift up to 10 lbs at a time and occasionally carry files/small tools
- Light work: Lift up to 20 lbs at a time and frequently lift or carry objects up to 10 lbs
- Standing-prolonged periods of time
- Repetitive Motion-substantial movements of the wrists, hands, and/or fingers
- Close Visual Acuity-work includes data/figures; view a computer screen; extensive reading

**Conditions of Employment:**

Please click this link to read the standard conditions of employment for all positions: [Standard Conditions of Employment \(TxDOT\)](#)

**Job** General Servs/Contracts/Purch

**Schedule** Full-time

**Employee Status** Regular

**Job Type** Standard

**Job Level** Non-Management

**Posting Date** Dec 29, 2025 **Unposting Date:** Ongoing

**State Job Title/s:** Contract Specialist II/III/IV/V **State Job Code/s:** 1980/1982/1984/1986

**Military Occupational Specialty (MOS)**

TxDOT is committed to hiring veterans. To assist in determining whether your military experience may pertain to the minimum requirements for this position, Military Occupational Specialty (MOS) codes from each branch of the U.S. Armed Forces have been assigned to each state classification code/title where applicable. The MOS codes are grouped by occupational category.

To view the MOS codes please click on link below and click on the appropriate occupational category. Above the EEO/ADA field on job description page

<https://hr.sao.texas.gov/CompensationSystem/JobDescriptions>

**Applicant Information**

**The Texas Department of Transportation is an Equal Opportunity Employer.**

*If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Act of 1990.*

[Additional Applicant Information](#)

