



LOTTERY & CHARITABLE BINGO DIVISION

Working title: Drawings Contracts Coordinator

Class title: Contract Specialist IV

Posting No.: 1202-26

Opening Date: 12/10/2025

Closing Date: 12/29/2025

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 1984

FLSA: Admin-Exempt

Salary Group/Salary: B22, \$57,614.04 - \$76,058.64/yr.

Division: Lottery Operations

Number of positions: 1

General Description

Performs advanced (senior-level) contract management work. Work involves developing and evaluating a broad range of contracts for the Drawings Section. Performs oversight and monitors all drawings services contracts, develops and maintains budget, and reconciles and approves vendor invoices for the Drawings Section. May assign the work of others. Performs all duties and responsibilities in a manner that exemplifies the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the Drawings Supervisor.

Essential Job Functions

Oversees and monitors Drawings Section contracts by:

- maintaining thorough knowledge of the drawings contracts and all related amendments.
- monitoring and tracking all contract deliverables.
- monitoring contract performance and contract compliance.
- reviewing and evaluating data, reports, and proposals providing written and verbal analysis as required.
- working closely with Contracts staff, Purchasing staff, Office of the Controller staff, and contracted vendor's liaison.
- attending and participating in vendor meetings and contract planning meetings as required.
- maintaining contract files, records, and ensuring they are maintained in accordance with the agency records retention schedule.
- developing and maintaining appropriate contacts with drawing vendors, governmental agencies, and private sector companies.

Oversees, coordinates, and participates in the administration of the procurement process and reconciliation of financial transactions related to vendor billings and invoicing by:

- developing and implementing the sections procedures and best practices for the procurement of goods and services.
- timely and accurately processing vendor estimates, e-requisitions, and purchase orders.
- reconciling, approving, and tracking invoices, dispute letters, and other documents as required.
- maintaining appropriate records for tracking invoices and expenditures.
- working with the Office of the Controller staff and vendor staff to resolve billing issues.
- monitoring and tracking budget encumbrances and expenditures for all section's contracts and procurements.
- utilizing the agency electronic requisition system.

Evaluates expenditure data and makes projections to develop Drawing Section budget by:

- requesting and producing needed reports.
- reviewing contract expenditures.
- projecting yearly expenditures.
- working with appropriate staff.

Oversees the development of and/or develops solicitations and contracts by identifying provider resources, describing services to be rendered, and evaluating information supplied by bidders by:

- participating in the Request for Proposal (RFP) and Invitation for Bid (IFB) and purchase requisition processes in accordance with State procurement rules, and established commission policies and procedures.
- preparing scope of services specifications for solicitations.

- attending pre-proposal meetings.
- participating in RFP and IFB evaluation committees.

Oversees the coordination and facilitation of contract and procurement-related meetings by:

- preparing appropriate documentation, reports and needed materials for meetings.
- working with vendors staff, Contracts staff, Purchasing's staff, and the Operational Coordinator as needed.
- documenting meetings as appropriate.
- briefing appropriate staff on meetings as needed.

Coordinates the risk assessment process for contract monitoring and planning by:

- preparing, reviewing, and routing for approval, risk assessment documents according to Lottery policy and procedures.
- preparing, reviewing, and routing for approval, cost benefit analysis documents according to Lottery policy and procedures.
- preparing, reviewing, and routing background documents for contracted vendors.

Prepares administrative reports, studies, and specialized projects by:

- reconciling building access reports.
- compiling and reconciling time-keeping records and reports for the section.
- tracking and responding to open records requests.
- tracking and responding to surveys.
- tracking and responding to audit requests.
- preparing responses for legislative requests.
- preparing special reports as requested.

Performs all duties and responsibilities in a manner that exemplifies the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence.

Performs other related duties as assigned.

Required and Preferred Qualifications

- Graduation from an accredited four-year college or university with major course work in project management, accounting, business, finance, management, public administration, or a related field is required. (Relevant program planning, program support, contract management/administration, or purchasing, experience, in excess of that required, may be substituted for college on a year-for-year basis.)
- Three years contract administration and/or management experience is required.
- Three years of experience in departmental and/or program budget oversight and reconciliation is required.
- Experience with personal computers to include experience with Microsoft Word, Microsoft Excel, Microsoft Outlook or other email applications, multi-user databases, and the Internet is required.
- Willingness to travel up to 5% of the time for job-related purposes is required. Use of personal vehicle for work related travel is required in compliance with State and Agency travel rules and procedures.
- Willingness to work occasional irregular hours, such as hours other than 8 a.m. – 5 p.m., weekends, and holidays as needed or required.
- Experience in drafting RFP and IFB scope of services is preferred.
- Experience managing multiple projects, priorities, tasks, and functions is preferred.
- Experience in the lottery industry is preferred.
- Specialized certification as a Certified Texas Contract Developer (CTCD) is preferred. (CTCD required upon completion of second year of employment.)
- Specialized certification as a Certified Texas Contract Manager (CTCM) is preferred. (CTCM required upon completion of second year of employment.)

Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws and regulations relevant to program areas.
- Knowledge of the Texas Lottery Act.
- Knowledge of project management theories and practices applicable to highly complex projects.
- Knowledge of contracting and procurement regulations, of developing contracts, of business administration and accounting principles and practices, and of policies and procedures of contract management.
- Skilled in the use of personal computers.
- Skill in project / contract management and monitoring, including addressing changes in the scope.
- Ability to establish goals and objectives, organize workloads, and set priorities.
- Ability to manage contracts and reconcile detailed and complexed invoices.

- Ability to communicate effectively, orally and in writing.
- Ability to analyze and solve contract related problems.
- Ability to develop, interpret, implement, and evaluate appropriate policies, procedures, and regulations.
- Ability to analyze data and present conclusions and/or make recommendations clearly in written and verbal format.
- Ability to establish and maintain effective working relationships with management, employees, vendors, and the general public.
- Ability to work well in stressful situations under strict deadlines.

Physical and Mental Requirements

- Must be able to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.
- Must be able to lift boxes weighing up to 25 lbs.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

HOW TO APPLY

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to jobs@lottery.state.tx.us. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.