

# PROCUREMENT SPECIALIST IV— ALTERNATIVE DELIVERY TEAM CAPITAL CONTRACTING OFFICE



CITY OF AUSTIN, TX

505 Barton Springs Rd.  
Austin, Texas 78704





## UNIQUE OPPORTUNITY—PROCUREMENT SPECIALIST IV

Austin is a dynamic, growing, prosperous and inclusive community with many changes on the horizon. Come be a part of the team that makes things happen! The Capital Contracting Office is looking to hire a Procurement Specialist IV to perform critical functions that support the delivery of capital improvement projects for the City of Austin. We're looking for a highly skilled, knowledgeable, and engaging individual with construction and professional services procurement and contract management experience. The ideal candidate would have experience using Design-Build (DB) and Construction Manager-at-Risk (CMR) contracting methodologies.

## THE CAPITAL CONTRACTING OFFICE—LET'S BUILD AUSTIN TOGETHER!

The Capital Contracting Office procures professional and construction services for the delivery of capital projects that improve the quality of life for all City of Austin residents. Every year the Capital Contracting Office is involved in remarkable projects that touch so many in the community, including the New Central Library, Austin Bergstrom International Airport (ABIA) Terminal Expansion, road and sidewalk enhancements, facility improvements, and many more. Current projects underway include enhancements to ABIA and construction of new fire stations. With our commitment to excellence, the Capital Contracting Office is seeking to recruit a Procurement Specialist IV to keep pace with the exciting, complex, and impactful work coming our way!

The position is part of the **Professional and Alternative Delivery Services Division** which manages the procurement, contract development, contract negotiation, contract amendment, and on-going contract management for all professional services, including Design-Build and Construction Manager at Risk alternative delivery contract methodologies. The division is responsible for end-to-end procurement and contracting activities, including solicitation, preparing Recommendations for Council Action (RCAs), contract development and execution, resolution of contractor and consultant issues, and providing contract management oversight. The team is a key member of the City's project team and engages regularly with various stakeholders, including business partners, trade associations, and the consulting and contracting communities.

As an employer, the Capital Contracting Office provides a professional work environment that values quality work, exceptional customer service, good stewardship of City resources, and the promotion of trust through transparency and effective communication. The leadership style is participative, collaborative, and inclusive. The team is customer-focused and progressive in its approach to finding procurement and contracting solutions, with a constant eye toward improvement.

### **POSITION OVERVIEW**

The Procurement Specialist IV will be responsible for end-to-end procurement of construction and construction-related professional services. The position will provide guidance to business partners on procurement processes; lead procurement and contracting activities; resolve contract disputes, and represent the department at various meetings, outreach events, and educational opportunities with City management, internal and external stakeholders. The ideal candidate will have demonstrated success as a leader, experience utilizing alternative delivery methodologies, strong negotiation and facilitation skills, the ability to manage complex contractual issues, and will possess strong communication skills.

## **MINIMUM & PREFERRED QUALIFICATIONS:**

Qualified candidates must have a Bachelor's degree in from an accredited college or university, plus five (5) years of experience in a related field. A graduate degree from and accredited college or university in a related field may substitute up to two (2) years of the required experience.

**The ideal candidate** will have experience procuring, developing, negotiating, and administering contracts for capital improvement projects or other complex construction projects.

## **COMPENSATION AND BENEFITS**

Salary is based on qualifications and experience. In addition, the City offers an excellent comprehensive benefits package including:

**Retirement** – Defined Benefit Pension Plan with vesting after 5 years of continuous service.

**Health** – Three plans from which to choose (BlueCross Blue Shield PPO, BlueCross Blue Shield HMO, BlueCross Blue Shield Consumer Driven Health Plan with Health Savings Account). Employee only coverage is paid by the City; dependent coverage is available at a subsidized rate.

**Dental** – Employee only coverage. Dependent coverage is available at a subsidized rate.

**Vacation** – Accrual based on tenure (up to 7.67 hrs. per pay period) for 24 of the 26 pay periods; Payment of unused personal leave upon resignation or retirement is limited to 240 hours.

**Sick Leave** – Accrue 1 day per month; unlimited accrual

**Holidays** – 13 paid holidays per fiscal year, including New Year's Day, MLK's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, the Friday following Thanksgiving, Christmas Eve, Christmas Day and two Personal Holidays of the employee's choosing.

## **APPLICATION**

**Deadline to apply:** Wednesday, June 18, 2019. To be considered for this exceptional opportunity, please complete an online application at the following address: [www.austincityjobs.org](http://www.austincityjobs.org). For additional job details, please view the entire posting at <http://austincityjobs.org/postings/75858>.

**For additional information or questions please contact:**

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