



City of Leander CIP Contracts Manager

SALARY	\$40.29 Hourly \$3,223.20 Biweekly \$83,803.20 Annually	LOCATION	City Hall 105 N Brushy St, Leander, TX
JOB TYPE	Full time	JOB NUMBER	2501807
DEPARTMENT	Public Works Admin/CIP	OPENING DATE	07/16/2026
CLOSING DATE	8/21/2026 11:59 PM Central		

NOTE: Starting salary for this position is \$83803.2. Maximum salary will depend on the education/experience of the selected candidate

Under limited supervision, the CIP Contracts Manager ensures CIP Contract Agreements are prepared and processed in accordance with City policies as well as Local, State, and Federal laws and regulations. The CIP Contracts Manager serves as the contracting resource to the Capital Improvement Program (CIP) Project Managers and City Staff for capital improvement construction, public work projects, professional agreements, and the procurement of goods and services. This position manages all functional areas of contract preparation, administration, and close out.

Essential Duties & Required Qualifications

- **Duties and Responsibilities**

- As the team grows, the CIP Contracts Manager will be responsible for supervising subordinate contract managers and/or specialists.
- Coordinates scope of work from City engineers and City project manager; prepares specifications, and conditions for new contracts; prepares contracts; leads negotiation strategies; and prepares award recommendation materials, including but not limited to processing contract documents to ensure management fully understands the contract documents.
- Oversees the operations and monitoring activities of contract performance, including but not limited to key performance indicators/metrics.
- Assists with investigating and resolving discrepancies, complaints, and disputes through negotiating settlement agreements or canceling/terminating contracts.
- Sends formal notifications to Contractors, Vendors, and Consultants regarding non-compliance or lagging
- Primary liaison between city management, city staff, and contractors.
- May provide input with contract budget; recommend budget allocations for proposed contract agreements; arranges, monitors, and reviews budget allocations with management and may assist with budget forecast and proposed alternatives.
- Tracks progress and defined contract benchmarks
- Develops task orders and contract amendments
- Processes close-outs of contract agreements
- Develops and leads the solicitation process

- Guides departments in the development of solicitation materials
- Coordinates Q&A and Pre-solicitation meetings, along with issuing clarifications and addenda for solicitations
- Compiles scoring tabulations and review with scoring team to verify award or next steps needed
- Perform project management duties, as required.
- Perform additional duties as assigned.
- **Required Education and Experience**
 - Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Finance, Construction Science/Construction Law, or closely related field **AND** a minimum of four years of full-time experience with contract development, contract administration, contract management, contract monitoring, and contract evaluation.
- **OR**
 - A combination of a high school diploma or equivalent **AND** 8 years of full-time experience with contract development, contract administration, contract management, contract monitoring, and contract evaluation.
- **Certificates, Licenses, Registrations**
 - Valid Texas Drivers license or equivalent from any US State.
 - Certified Texas Contract Manager (CTCM)
- **Preferred Qualifications**
 - Master's degree from an accredited college or university in Business Administration, Public Administration, Finance, Construction Science/Construction Law.
 - Certified Public Procurement Buyer or Officer (CPPB or CPPO)
 - NIGP: The Institute for Public Procurement Certified Procurement Professional (NIGP-CPP)
 - Certified Professional Contract Manager (CPCM)
 - Possess a Certified Texas Contract Developer (CTCD) certification
 - Possess a Certified Texas Purchasing Manager (CTPM) certification
 - Experience developing or managing alternative delivery methods including Construction Manager at Risk (CMR) or Design-Build (DB), or a combination of the two.
 - Experience developing or administering Interlocal Agreements (ILA), Memorandums of Agreement (MOA), or Memorandums of Understanding (MOU), or a combination of the three.
 - Experience working for a local, state, or federal government entity
 - Two years or more of supervisory experience

Knowledge, Skills & Abilities

- **Knowledge, Skills and Abilities**
 - Business administration and/or accounting principles and practices.
 - Interacting and communicating with the public and City staff in an effective, customer friendly manner, and establishing and maintaining effective working relationships with City staff and other organizations.
 - Working independently and making appropriate decisions regarding work methods and priorities.
 - Demonstrating a strong sense of personal ethics along with professional judgment and discretion.
 - Writing, modifying, and updating contract documents, specifications, solicitations, and related correspondence.
 - Interpreting and applying Local, State, and Federal laws, rules, and regulations applicable to Capital Improvements Program.
 - Evaluating contracts and recommending future status.
 - Evaluating fiscal data for reasonableness, necessity, and conformity with contract requirements.
 - Demonstrating the ability to work under pressure.
 - Contract administration and cost monitoring for large scope and/or high-dollar contracts.
 - Real property agreements.
 - Project management processes, tools, and techniques.

- Tracking and prioritizing activities to meet deadlines.
- Analyzing unique or challenging contracting issues and identifying alternative courses of action, modifying specialized requirements, and solving a variety of contract difficulties.
- Reviewing agreements for real property transactions, such as easements and right-of-way.
- Mediating and resolving contract administration disputes, claims, and noncompliance.
- Microsoft Office, including MS Word, Excel, and PowerPoint.
- ERP Incode and Bonfire
- Work with Procore
- Civic Clerk and Civic Plus working experience

Physical Demands & Additional Information

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. Ability to perform manual labor including lifting supplies and materials up to 50 lbs. Be able to work in the outdoor environments, under varying weather conditions.

Working Conditions:

The noise level in the work environment is usually quiet to moderate, but occasionally loud.

Job offer and continuation of employment with the City of Leander is contingent upon:

- Proof of education, certification(s) and experience as listed on the employment application based on the job posting requirements.
- Satisfactory results from a pre-employment criminal history background and driving record check.
- [Legal authorization](#) to work in the United States without sponsorship. *
- Compliance with the [Selective Service Registration](#) for *male* US citizens and immigrants, who are ages 18-25.

*The City of Leander participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

The City of Leander is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information in employment.

Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Department at hr@leandertx.gov or 512-528-2708. Deaf and hard of hearing applicants may contact our office via Relay Texas at 7-1-1 or 1-800-735- 2989 (TTY/TDD).

Employer

City of Leander

Department

Public Works Admin/CIP

Address

607 Municipal Drive

Leander, Texas, 78641

Phone

512-528-2700

Website

<https://www.leandertx.gov>

CIP Contracts Manager Supplemental Questionnaire

*QUESTION 1

Do you have one of the following minimum requirements for this position?

- ☐ I have a Bachelors degree or higher in Business Administration, Public Administration, Finance, Construction Science/Construction law or a related field AND a minimum of four years of full time experience with contract development, contract administration, contract management, contract monitoring, and contract evaluation.
- ☐ I have a high school diploma AND a minimum of eight years of full time experience with contract development, contract administration, contract management, contract monitoring, and contract evaluation
- ☐ I do not meet this minimum requirement for the position.

*QUESTION 2

Are you a Certified Texas Contract Manager (CTCM)?

- ☐ Yes
- ☐ No

*QUESTION 3

Do you have a valid Texas driver's license or its equivalent from any U.S. State?

- ☐ Yes, I have a valid Texas driver's license.
- ☐ Yes, I have a valid driver's license from another U.S. State, and will obtain a Texas driver's license within 90 days of hire according to state law.
- ☐ No

*QUESTION 4

Please select all of the following PREFERRED qualifications that apply to you.

- ☐ I have a Master's degree or higher from an accredited college or university in Business Administration, Public Administration, Finance, Construction Science/Construction Law.
- ☐ I am a Certified Public Procurement Buyer or Officer (CPPB or CPPO)
- ☐ I am certified through the NIGP: The Institute for Public Procurement Certified Procurement Professional (NIGP-CPP)
- ☐ I am a Certified Professional Contract Manager (CPCM)
- ☐ I possess a Certified Texas Contract Developer (CTCD) certification
- ☐ I possess a Certified Texas Purchasing Manager (CTPM) certification
- ☐ I have experience developing or managing alternative delivery methods including Construction Manager at Risk (CMR) or Design-Build (DB), or a combination of the two.
- ☐ I have experience developing or administering Interlocal Agreements (ILA), Memorandums of Agreement (MOA), or Memorandums of Understanding (MOU), or a combination of the three.
- ☐ I have experience working for a local, state, or federal government entity
- ☐ I have two years or more of supervisory experience.
- ☐ None of the above apply to me

* Required Question