



TEXAS ALCOHOLIC BEVERAGE COMMISSION

Texans Helping Businesses & Protecting Communities

May 5, 2026

TABC Job Announcement: Contract Specialist III

The Texas Alcoholic Beverage Commission (TABC) has started the hiring process for a Contract Specialist III . Open positions are available at the Headquarters location in Austin Texas.

Overview: Performs highly complex (senior-level) contract management work involving developing and evaluating a broad range of contracts. Work involves developing contracts and amendments by identifying provider resources, describing services to be rendered, and evaluating information supplied by bidders. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Minimum Job Qualifications:

Education: Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field is generally preferred.

AND

Experience: Three (3) years' full-time experience developing complex contracts including but not limited to: Memorandums of Understanding, Memorandums of Agreement, and contracts that result from solicitation.

One (1) year full-time experience in contract management for the State of Texas.

(Experience and education may be substituted for one another.)

Salary: \$5,416.67 Monthly

Qualified candidates can apply by completing a Texas State Application online:
<https://www.governmentjobs.com/careers/tabc>

Any questions can be emailed to TABCHR@tabc.texas.gov
Attn: Stacy Bevers Posting# 202600079