



**JULY 2016**  
**FLSA: NON-EXEMPT**

## **CONTRACTS SPECIALIST**

### **DEFINITION**

Under direction, performs professional and administrative support to the Public Works Department in the preparation and administration of contracts; supports the preparation of instruments to procure goods and services such as requests for proposals (RFPs). Coordinates the public bidding process, vendor interviews, preparation of contract documents, monitoring of agreement terms, and project close-out for capital improvement projects. Develops and administers grant proposals and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory and management staff. Exercises no supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey-level classification performing the full range of contracts preparation, review and execution duties for the Public Works Department. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. While some of the work is related to engineering, construction and procurement contracts, necessitating familiarity with engineering concepts and terminology, incumbent also administers professional and technical services, leases, maintenance and other long-term contracts/agreements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides professional and administrative support to the Public Works Department in the development, negotiation and execution of contracts, ensuring that all contract activities and documents are compliant with mandated and City rules and regulations.
- Works with departments to obtain the information necessary to prepare a solicitation for services; based upon the type of service required, identifies the most expeditious method of procuring the requested goods and services.
- In collaboration with requesting department, develops content for Requests for Proposals, Statement of Qualifications and related procurement methods; posts solicitation on the website and advertises invitation to bid; works with City stakeholders to analyze bids and determine whether they are responsive to the RFP; facilitates the vendor evaluation, interview and selection process.
- Notifies successful bidders and initiates the creation and execution of contracts and agreements based on the description in the scope of work document.
- Notifies unsuccessful bidders of the City's selection; facilitates debriefing sessions; coordinates bid protest meetings and reviews.
- Prepares and administers a variety of contracts, professional service agreements, master service agreements, and related documents; works with departments and legal counsel to ensure documents are consistent with the City's specifications, intent and interests; coordinates contract amendments.
- Works with internal staff and external partners on the development of grant applications; in conjunction with stakeholders reviews the scope of the grant and fiscal/operational requirements to determine whether the City has the resources to comply with the grant; assists in grant writing as needed;

coordinates the grant contract document process; monitors ongoing compliance with grant operational and fiscal reporting requirements.

- Conducts periodic reviews with department project representatives to ensure that contract provisions are complied with and to take any necessary actions; may visit work sites or obtain data necessary to audit certified payroll practices.
- Provides technical support to the project close out process; reviews contract documents; confers with department project representative to confirm project deliverable compliance with specifications, any contract change orders, funds paid, contractor certified payroll compliance and related project documents to affirm that all documents, payments and compliance regulations have been met; coordinates the contract close out with other City departments and external organizations.
- Responds to requests for information on contracts from consultants, contractors, vendors, external customers, other departments and the general public.
- Prepares a variety of written business correspondence, reports and related documentation.
- Prepares and maintains logs, records and files on all contracts and projects; edits and reviews the conformance of work prepared by staff.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of**

- Principles, practices and methods of public sector procurement and contracting, including contract preparation, execution and administration.
- Policies and procedures governing the bidding process.
- Various contracting processes and their impact on City contracts.
- Project life cycles, milestones and compliance regulations.
- Implications of funding sources as it relates to project finances, payments and reporting.
- Principles and practices of grant development and administration.
- Principles and practices of technical and administrative report writing.
- Principles and practices of budget administration.
- Modern office practices and methods including computer equipment and software programs relevant to the work performed.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

### **Ability to**

- Prepare and maintain contracts, specifications and service agreements.
- Coordinate structured bidding activities.
- Work with internal and external stakeholders to develop grant applications and administer grant programs.
- Serve as a resource to departments on proper bidding processes to be used for specific types of service procurements.
- Prepare clear and concise business correspondence and reports.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, rules, and regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and software programs relevant to the work performed.

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited (4) four-year college or university with major coursework in public administration, business administration, economics, or engineering.
- Two (2) years of business or contract administration experience.
- Licenses and Certifications - none

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.