

## **CONTRACT SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important position involving the responsibility for administrative oversight and processing contracts for construction, maintenance, repair work, materials, equipment, commodities and services. The incumbent will perform such tasks as preparing and processing contract documents including developing technical specifications, advertising for bids, preparing bid awards to contractors and monitoring the contract process through completion. The incumbent works closely with other county departments in the soliciting, preparation and administration of contracts. In addition, the incumbent will be required to maintain complete files, monitor contract compliance, and conduct research as necessary. Work is performed under the general supervision of a higher level employee. Supervision is not a normal function of the position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides appropriate and timely advisement to supervisor on affairs essential to and connected with the executive management and administration of contracted matters;
2. Assists with the development of specifications and contract documents for construction projects, repair work, materials, equipment and professional services;
3. Coordinates all aspects of the bid process, including creating and maintaining a tracking system for contracts, expiration dates, vendor response and performance data;
4. Solicits proposals/estimates from outside vendors; monitors contractors/suppliers for compliance with agreement terms; determines eligibility and qualifications of contractors/vendors based upon past performance, recommendations, research, etc.
5. Assures that all contract terms other than technical specifications are carried out, and that all Federal, State and Local requirements are met and complies with County procurement policy;
6. Monitors contract schedules and payments;
7. Prepares advisory information and progress reports to appropriate staff members;
8. Performs research and participates in planning for related contract affairs;
9. May assist in negotiations and acquisitions of right of ways and land taking;
10. May assist in research or investigations related to the settlement or defense of claims and adjustments.
11. Performs a variety of clerical tasks to support unit needs;
12. Assists callers and staff by providing information regarding unit procedures and services.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of contract administration to ensure process meets legal requirements;

Knowledge of governmental purchasing practices and the bidding process;

Ability to learn and understand departmental functions to speak knowledgeably and with authority about contractual needs and requirements and to advise staff on how to address situations that occur dealing with contracts;

Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected;

Ability to communicate effectively, both orally and in writing, with a wide variety of people to provide and elicit information about contractual functions;

Ability to read and interpret contracts, laws and legal documents;

Ability to maintain cooperative working relationships with other departments and agencies;

Skill in operating office equipment to produce work accurately and efficiently;

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Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:       (A)     Bachelor's degree in business, public administration or a related field and one (1) year of full-time work experience involving contract administration or procurement;
- OR:            (B)     Associates degree in business, public administration or a related field and three (3) years of full-time work experience involving contract administration or procurement;
- OR:            (C)     Five (5) years of full-time work experience involving contract administration or procurement;
- OR:            (D)     An equivalent combination of training and experience within the limits of (A), (B) and (C) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

PC0207

ADOPTED:   01/01/89

REVISED:   10/27/99       05/17/13       03/05/18       08/01/2019