

## **CONTRACT SPECIALIST (WWA)**

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

This is a position in the Water and Wastewater Authority involving the administration of contracts and the procurement process for professional services, construction, repair work, supplies, materials and equipment. The incumbent will perform such tasks as preparing and processing contract documents including developing nontechnical specifications, advertising for bids, preparing bid awards to contractors/vendors and monitoring the contract administration process through completion. In addition, the incumbent will be required to maintain complete files, inventories, logs and tracking systems related to system operations. The incumbent works closely with the Operations and Engineering division. 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, goods, materials, and professional services;
3. Coordinates all aspects of the procurement process, such as soliciting proposals/estimates from outside vendors, monitoring contractors/suppliers for compliance with agreement terms, determining eligibility and qualifications of contractors/vendors based upon past performance, recommendations, and research;
4. Assures that all contract terms, other than technical specifications, are carried out and all Federal, State and Local requirements are met;
5. Maintains various inventory, maintenance and certification tracking systems which involves the collecting and entering of data from a variety of sources and providing information in report form;
6. Receives customer service calls, prepares and tracks work orders, and disseminates orders to operations personnel;
7. Processes and maintains logs of Water and Sewer Service permits;
8. Prepares advisory information, and routine monthly and annual reports to appropriate staff members;
9. Circulates public notices on website and in print publications.

### **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;

**CONTRACT SPECIALIST (WWA)** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (cont'd)

Ability to maintain cooperative working relationships with other departments and agencies;  
Skill in operating office equipment to produce work accurately and efficiently;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business or public administration, construction management, engineering sciences or a related field and one (1) year of full-time work experience which primarily involved contract administration or procurement;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business or public administration, construction management, engineering sciences or a related field and three (3) years of full-time work experience which primarily involved contract administration or procurement;
- OR: (C) Five (5) years of full-time work experience which primarily involved contract administration or procurement;
- OR: (D) An equivalent combination of training, education, and experience within the limits of (A), (B), and (C) above.

ADOPTED: 1/19/17  
REVISED: 02/16/18