

CONTRACT SPECIALIST
BROADBAND

CODES/PAY RANGE

Class Code: 1950 EEO Code: B FLSA: E Pay Range: 513
Level I:
Level II:

MAJOR FUNCTION

Responsible technical work in the negotiation, administration and execution of contracts for the purchase of products and services for buildings, bridges, road maintenance and construction, and other related county functions. Level II serves in a managerial capacity for division overseeing multiple contracts.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

LEVEL I

Prepares general and front end specifications for contracts. Analyzes bid proposals and makes recommendations to Contract Administrator. Reviews contracts for completeness.

Prepares addenda, change orders, and Council Meeting agenda items for supervisor's review and approval. Assists with negotiations as required.

Reviews and recommends approval/disapproval or adjustment of pay requests to supervisor. Assists in budget preparation and monthly reviews.

Maintains a contract register to provide historical information and serve as a monitoring tool.

Process bonding company contract status inquiries monthly.

Schedules prebid and preconstruction conferences. May attend and conduct prebid and preconstruction conferences to answer questions and advise contractors of County policies.

Reviews insurance and bonds submitted by contractors to ensure compliance with contract and state/federal regulations.

Reviews and revises contract "boiler plates" and procedures.

Serves as liaison to contractors. Reviews and answers correspondence as directed by supervisor.

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May be responsible for contracts of small projects as determined by Contracts Administrator.

Serves as activity director in absence of Contract Administrator.

Performs related duties as required.

LEVEL II

Performs all duties of the lower level.

Independently serves as a division contract manager which includes overseeing multiple, complex service contracts; developing bid specifications; researching vendors and services; monitoring contracts for compliance; inspecting work performed; maintaining documents and information; developing price agreements and lease terms; and resolving problems and complaints.

Supervises subordinate staff in the exercise of assigned duties.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS - Both levels

Knowledge of contract administration. Knowledge and understanding of procurement policies and procedures in the intervention of these with architectural and engineering projects. Knowledge of architectural and engineering terminology and its application to professional services, contracts, and purchases of equipment and other related items. Knowledge of budgetary procedures and office systems.

Ability to read and understand professional service and construction contracts; modify proposed contracts to assure the documents with; fulfill the time and cost constraints placed upon the purchase. Ability to prepare reports and other communications for oral or written transmittals. Ability to analyze bid proposals and how they adhere to specifications for the project, and make recommendations based on this analysis.

MINIMUM QUALIFICATIONS

LEVEL I

Bachelor's degree in Business Administration, Public Administration, Engineering or related field, and two (2) years of responsible experience in contract administration;

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

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LEVEL II

Bachelor's degree in Business Administration, Public Administration, Engineering or related field, and four (4) years of progressively responsible experience in contract administration.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals, reports, abstracts and manuals, legal documents, financial reports. Ability to perform general mathematical functions. Ability to speak clearly and concisely. Ability to write complex and comprehensive documents, reports, contracts, legal documents.

Physical Demands: Sedentary work. Ability to see, talk.

Environmental Demands: Inside work.

Revised 11/97
Replaces 10/94