

Code: 1851

Title: CONTRACT SPECIALIST

SUMMARY: Develops, reviews, analyzes, evaluates, negotiates, and monitors Pima County contracts. Incumbents within this classification have overall contract and procurement responsibility and are accountable for all phases of the procurement process.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Evaluates departmental requirements and determines optimum methods for the procurement of a wide variety of goods and services;

Advises Department Directors, Division Managers, and professional staff about procurement procedures and makes recommendations regarding contract terms and conditions;

Writes contracts which establish procurement conditions and negotiates administrative contract terms with consultants, contractors, and vendors;

Ensures contract provisions comply with applicable Federal/State statutes, regulations, and County policy; Interacts with County attorneys for legal guidance;

Ensures departmental compliance with Pima County procurement policies and statutory regulations;

Prepares advertisements for the solicitation of bids and proposals in compliance with legal standards;

Conducts the public bid process including solicitation, pre-bid meetings, bid opening, evaluation of bids and proposals, preparation of written summaries, and recommendations for bid awards;

Supervises the issuance of plans and specifications to bidders and maintains appropriate documentation;

Generates purchase requisitions, solicits quotations, tabulates bids and develops purchase specifications for non-technical goods and services, coordinates/evaluates bids, and places orders for a variety of goods and services;

Responds to questions and inquiries about contract status, contract terms, contractor's compliance, solicitations, and bids;

Reviews bond and securities ratings and verifies statutory licensing requirements;

Reviews financial records of contract payments and retention;

Coordinates and monitors departmental contracted services with contractors, consultants, vendors, and outside agencies;

Interacts with centralized County Purchasing personnel in the development of purchase orders and the processing of contracts;

Meets with contractors on compliance issues, recommends appropriate corrective actions, and reports on findings;

Generates, reviews, and coordinates change orders and contract amendments as required;

Performs research in response to formal and informal protests and prepares written reports and recommendations;

Analyzes procurement methods using cost benefit analysis or other appropriate analysis methods;

Compiles, edits, and summarizes data pertaining to contracts and purchases and prepares reports as required;

Prepares a variety of formal correspondence on behalf of County Department Directors including Board of Supervisors agenda materials;

Develops and maintains departmental data bases using automated systems to monitor and track contracts and purchase orders;

Supervises, trains, and evaluates support staff;

May administer, monitor, approve payments, and coordinate specific contracts and/or grants between departments and contractors, consultants, vendors, and funding agencies.

KNOWLEDGE & SKILLS:

Knowledge of:

- the public procurement process;
- principles and practices of contract development and administration;
- laws, regulations, and statutory requirements pertaining to public purchasing and contract administration;
- report and business writing techniques;
- administration practices, procedures and organizational methods;
- supervision and employee training and evaluation;
- automated data bases, spreadsheets and word processing;
- basic accounting principles.

Skill in:

- writing contracts and developing contract language;
- reviewing, evaluating, and interpreting contracts;
- analyzing and evaluating procurement needs and comparing procurement methods;
- interpreting and applying statutes, regulations, and procedures;
- communicating effectively, both orally and in writing;
- supervising, training, and evaluating staff;
- effective problem solving;
- using automated data bases, spreadsheets, and word processing programs;
- reconciling financial records.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in public or business administration or a related field and four years of progressively responsible experience in administering, developing, evaluating, and/or writing contracts.

(Additional relevant experience may substitute for the aforementioned education.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.