



**CONTRACTS SPECIALIST**  
Full-Time, Regular Position  
Pay Range \$49,352 - \$69,143 DOE

**Open Until Filled or Withdrawn; Application Review Begins April 27, 2016**

Capital City Development Corporation, Boise, Idaho's redevelopment agency, has one goal: build vitality into downtown Boise. CCDC does this by investing in public infrastructure that supports development projects, serving as a catalyst for private development, and incenting economic growth.

CCDC is currently recruiting for a qualified, dedicated, and motivated contracting and procurement professional who is interested in the challenges of implementing the Agency's revitalization goals in its four downtown Boise urban renewal districts.

The Contracts Specialist works under the direction of the Contracts Manager and closely with all staff and numerous external partners to prepare a wide range and high volume of contract documents, administer active contracts, and close out completed contracts. The Contracts Specialist handles a variety of assignments, including competitive bidding and RFQ / RFP selection processes for procurement of public works construction, personal property, personal and professional services, and professional design services. The position is also responsible for managing the Agency's records for efficient retrieval and retention.

Preferred qualifications include a four year degree and at least three years of responsible experience in contract management; conducting public agency competitive bidding processes; preparing a wide variety of procurement and contract documents; and executing and enforcing contract provisions including financial terms. Experience in contract administration, paralegal training and/or digital tracking and filing systems for contract documents is also desirable.

The successful candidate will be able to demonstrate the ability to communicate and work successfully with a wide variety of clients in a fast-paced environment where organization and attention to detail are critical. Candidates with any combination of experience and training that provides the equivalent scope of knowledge, skill, and technical expertise to properly perform the work as described are encouraged to apply.

CCDC provides employees with a competitive compensation package including salary, medical, dental and vision benefits, paid vacation, medical and parental leave, and parking. As a public agency, CCDC and its employees are members of the Public Employee Retirement System of Idaho (PERSI).

An offer of employment will be subject to background and reference checks.

Interested individuals should submit a cover letter, resume and salary history to the attention of Deah LaFollette at Capital City Development Corporation, 121 N 9<sup>th</sup> St., Suite 501, Boise, ID 83702. Electronic submissions are welcomed and can be submitted to [careers@ccdcb Boise.com](mailto:careers@ccdcb Boise.com). More information about CCDC and this position can be found at <http://www.ccdcb Boise.com/the-agency/careers/>