



CONTRACTS SPECIALIST

Reports to: Contracts Manager
Effective Date: April 2016

Pay Grade: 9
FLSA Designation: Exempt

General Position Description

The Contracts Specialist is responsible for a wide variety of procurement and contracting duties including drafting contracts, task orders, work requests and interagency agreements; preparing bidding documents and conducting bidding processes; ensuring all legal, insurance and bonding requirements are met prior to contract execution; preparing reports; recording documents; maintaining the contract log and filing system; and working with project managers to administer active contracts. The position also manages the Agency's records.

The position requires demonstrated skill in public procurement and contracting for formal and informal bidding processes and proven experience in all phases of the contracts lifecycle. The Contracts Specialist works independently on assigned contracting tasks with general guidance from the Contracts Manager. Work is performed in a professional office setting and in a team environment.

Essential Functions / Responsibilities: (List is illustrative and not comprehensive)

- Facilitate procurement for public works construction and professional and general services: RFQ, RFP, and Invitation to Bid processes; scheduling; noticing; assembling bid documents; pre-bid meetings and bid openings; and preparation of contracts.
- Manage contract development through all lifecycle stages (draft, revision, approval, filing, and distribution), ensuring that insurance, bonding, and legal requirements are met and internal processes and records are maintained.
- Professional interaction with colleagues, other public agencies, developers, contractors, consultants and the general public.
- Administration of active contracts (construction, development, condominium, etc.) to identify, calendar, notify, and ensure completion and compliance with all deliverables in collaboration with project managers and responsible parties.
- Provide on-going assistance to staff on contract development and compliance issues.
- Administer Agency records management policies and procedures to maintain complete, orderly, accurate, and accessible working files and archives.
- Evaluate records for retention in compliance with Board-approved policies.
- Perform special projects as requested and other duties as assigned.

Classification Requirements:

These requirements are representative of the minimum knowledge, skill, and ability required for an individual to satisfactorily perform the essential functions and responsibilities of the position.

Knowledge of:

- Formal and informal competitive bidding principles and processes and legal requirements.
- Best public agency practices to procure goods, services and public works construction.
- Basic principles of contract law, real estate law, land use law, and Idaho Public Records law.
- Types of agreements used in construction projects and interagency partnerships.
- Contract administration.
- Use and evaluation of insurance certificates.
- Records management principles and procedures and maintenance of files and file systems.

Ability and Skill in:

- Developing and/or managing contracts, including tracking documents through the contracting lifecycle, contract compliance items, and keeping organized records.
- Researching, reading, and comprehending complex contract documents.
- Organizing and successfully completing a variety of contracts-related responsibilities for complex and visible public projects.
- Interpreting, applying and explaining to others policies, procedures, instructions, contract requirements, and applicable laws and regulations.
- Comprehending and following verbal and written instructions in technical and non-technical language; explaining complex issues in an understandable way.
- Preparing detailed, complete and timely reports and related documentation;
- Demonstrating excellent verbal and written English language skills; communicating effectively and establishing working relationships with Agency staff, appointed commissioners, the general public, other government agencies, businesses, consultants, contractors and developers.
- Applying logical and team-based problem solving techniques that build collaboration and ensure efficient use of resources.
- Managing a variety of competing tasks and priorities while meeting deadlines.
- Taking initiative, overcoming obstacles and maintaining momentum on assignments.
- Anticipating questions, issues and concerns and acting as an effective troubleshooter.
- Using word processor, spreadsheet, presentation, graphics and desktop publishing applications; CSI's MasterFormat; ConsensusDocs; and others.
- Administering records management protocols; applying records retention policies.
- Working independently with general guidance from supervisor.
- Making decisions and exercising good judgment; demonstrating political astuteness.
- Maintaining poise while dealing with people in difficult situations; exercising tact and diplomacy; interacting in a professional and courteous manner at all times.
- Maintaining confidentiality of all matters.

Preferred Experience and Training:

- Four year degree in a related field.
- At least three years' experience with competitive bidding processes, preparing a variety of contract documents; writing, administering and enforcing contracts and legal agreements.
- Managing records.
- Any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

Physical Demands & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential job duties the employee frequently is required to stand, walk, sit, bend, operate a computer keyboard, handle office materials, reach with hands and arms, and manipulate tools. The duties may require sitting for long periods, accessing stored file boxes and file cabinets, and moving and organizing physical file materials. The employee must occasionally lift objects weighing up to approximately 25 pounds. Specific vision abilities include close vision, distance vision, depth perception, and ability to adjust focus, and the ability to inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone, or by electronic mail. While performing the duties of this classification, the employee works in a professional, public office setting with a low to moderate noise level.