

## CONTRACT SERVICES SPECIALIST

Job Code	Pay Grade
13014	CL13

### Nature of Work

This is highly responsible accounting and contract work involving all phases of contract preparation, monitoring, reporting and processing of pay applications. An employee in this class supports the department or division by monitoring project schedules of architectural, engineering and construction projects, preparing project cost/status reports, serving as a lead worker in contract, agreement and change order preparation, processing pay requests from design professionals and construction firms and supporting division accounting tasks. Work involves assistance in the development of procedures or techniques to meet the specialized needs of the department and training departmental employees in the application of same. Duties include project cost reporting, departmental procurement activities and contract management. Responsibilities may involve supervision of subordinate clerical or accounting personnel.

### Minimum Qualification Requirements

- 4 years experience in basic accounting, purchasing, procurement, project cost control work; or
- Associate's degree emphasizing accounting or business administration and 2 years experience in work listed above; or
- Bachelor's degree in accounting, business administration, public administration, finance, or related field, or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Performs or coordinates contract administration of departmental CIP and operating budget projects.
- Supports encumbrance and expenditure reporting on all department/division projects and activity centers; assists in maintaining records of expenditures and remaining balances on the Guaranteed Maximum Price (GMP) and on the contingency portions of construction contracts.
- Supports Budget and Expenditure (B&E) reporting on CIP and operating budget projects at the activity level; supports the project budget planning process.
- Assumes the section lead role in preparing monthly and fiscal-year-end schedule reports on CIP and operating budget projects.
- Assumes the section lead role in maintaining the master project schedule; advises managers of key deadlines to keep projects on established schedules.
- Assumes the section lead role in preparing all contracts, agreements, change orders and amendments; trains and directs other staff members to support the process.
- May perform routine data or word processing operations which include encoding, entering and retrieving data or working with statistical packages or programs.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of principles, procedures and practices of governmental accounting to include the account structure, reporting classifications, and of other accounting requirements imposed on units of local government by GASB and by statute.

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### Knowledge, Skills, and Abilities (continued)

- Knowledge of the County compliance process for the Consultants Competitive Negotiations Act (CCNA).
- Knowledge of standard forms and documents used in the construction industry; familiarity with building design and construction processes from planning and programming through warranty period.
- Knowledge of purchasing issues, processes and documents.
- Ability to apply basic computer applications and software.
- Ability to analyze transactions and to make adjustments as necessary to maintain the integrity of a cost accounting system.
- Ability to develop and maintain project schedules using construction scheduling software.
- Ability to produce contracts, reports and charts using specialized software.
- Ability to effectively and appropriately interact with individuals at all occupational levels inside and outside of the assigned department.
- Ability to plan, organize, train and supervise the work of others.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified