

CONTRACT SERVICES SPECIALIST, SENIOR

| Job Code | Pay Grade |
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| 13018 | CL15 |

Nature of Work

This is highly responsible professional work administering a contracts compliance system. An employee in this class is responsible for the administration of all contracts delegated to a specific department or authority. Responsibilities include assisting in the development, evaluation, award and administration of all contracts and in the collection of data necessary for the preparation and modification of these contracts. Duties include project cost reporting, departmental procurement activities and monitoring of contract status. The incumbent reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 5 years experience in basic accounting, purchasing, procurement, project cost control work; or
- Associate's degree emphasizing accounting or business administration and 3 years experience in work listed above; or
- Bachelor's degree in accounting, business administration, public administration, finance, or related field and 1 year experience in work listed above; 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.)

- Formulates and prepares Requests for Proposal for Professional or Technical Services and Invitations for Bid for construction and capital improvement contracts.
- Schedules and participates in pre-bid/proposal conferences, Professional Services Review Committee meetings and oral presentations.
- Formulates and prepares Board agenda items, construction contracts, contract amendments, task authorizations, and change orders.
- May serve as division representative in meetings with professional service firms on selection criteria and evaluation process.
- Interacts with consultants, contractors, vendors and using divisions on document preparation, policies and procedures.
- Reviews negotiated change orders to track percent of contract price increase and reviews amendments/task authorizations and pay requests for conformance to contract terms and fees.
- Formulates standard contract terms and conditions.
- Develops and maintains procedures and computerized database for contract administration, monitoring, and tracking of professional service and construction contracts.
- Reviews insurance, bid bonds, performance and payment bonds to ensure and verify financial viability and solvency of insurers and sureties.
- Assists division in developing award criteria and negotiation of prices for professional service contracts.
- Performs related work as assigned or required.

CONTRACT SERVICES SPECIALIST, SENIOR (continued)

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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 General Accounting Standards Board (GASB) and by statute.
- Knowledge of the county compliance process for the Consultants Competitive Negotiations Act (CCNA).
- Knowledge of laws, rules and regulations controlling budgetary, fiscal, and contract procedures of county government.
- Knowledge of purchasing issues, processes and documents.
- Skill to prepare clear and comprehensive technical reports, recommendations and proposals, verbally and in writing.
- Skill in reading and comprehending technical specifications, laws, and codes as they relate to contract administration.
- Ability to apply computer applications and 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 work independently on complex tasks and non-routine matters.

For official use only

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| Created | EEOC Code | Overtime Code |
| 2/08 | Professionals | Classified |