

CONTRACT SERVICES SUPERVISOR

Job Code	Pay Grade
13062	P1

Nature of Work

This is highly responsible professional and supervisory work administering construction contracting activities and contracts compliance system activities. An employee in this classification is responsible for the coordination, supervision, and administration of contract functions assigned to a department jurisdiction or agency. Responsibilities include budget, finance, project management, administrative, and supervisory tasks in the development, evaluation, and award of contracts and in the collection of data necessary for the preparation, awarding, administration, management, contract modifications, and special assignments. Duties involve developing contract plans for new and continued acquisitions, controlling contract costs, evaluating contract performance, administering departmental procurement plans, directing staff, monitoring progress, and contract management. Work requires exercising independent judgment in performing tasks and recommending courses of action. The incumbent reports to a department director or management designee.

Minimum Qualifications Requirements

- 5 years professional and management experience in contract procurement, contract administration, purchasing, project management cost control, or directly related work that includes supervisory experience or training; or
- Associate's degree in business administration, finance, accounting, project management, public administration or directly related field and 3 years experience as described above; or
- Bachelor's degree and 1 year experience as described 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.
- Specialized contract procurement, project management, cost analysis, and contract administration training.
- 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.)

- Evaluates and makes recommendations regarding scope of work, technical specifications, standardization, scheduling, contract amendments/change orders, liability and legal consideration.
- Researches, benchmarks and implements policy and procedures relating to innovative value-adding procurement practices.
- Implements procedures to ensure standardization of contract documents.
- Solicits the acquisitions of professional engineering, architectural, landscape architectural and surveying and mapping services that are required by various user departments.
- Directs, coordinates, and participates in formulating Invitation for Bid (IFB) and Request for Proposal (RFP) processes.
- Prepares and edits bid award recommendations, user department contract agreements, change orders and amendments for Board of County Commissioners approval and execution.
- Attends construction and pre-bid and pre-qualification meetings as required.
- Directs, trains and coordinates activities of professional, para-professional, and clerical staff.
- Trains division and user division staff in purchasing policy and procedure, statutory limitations governing professional services contracts, and alternate project delivery methods.
- Develops plans for accomplishment of assigned functions to meet priorities, performance measures and goals.
- Performs related work as assigned or required.

CONTRACT SERVICES SUPERVISOR (continued)

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Knowledge, Skills and Abilities

- Knowledge of acquisition, procurement, cost analysis, project management, and contract administration.
- Knowledge of local, state and federal rules and regulations pertaining to government contracts.
- Knowledge of mathematics, including statistics.
- Knowledge of budget, finance and project management systems.
- Knowledge of administrative as well as technical complexities directly related to assignments.
- Skill in assembling complex technical data in a reasonable, timely and comprehensive manner.
- Ability to apply computer applications and software.
- Ability to coordinate and supervise staff and contract administration functions.
- Ability to communicate effectively, verbally and in written form.
- Ability to analyze difficult problems and make appropriate recommendations clearly and concisely.
- Ability to manage and organize projects and programs.

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Created	EEOC Code	Overtime Code
4/09	Professionals	Exempt