

Nassau County *Job Description*

POSITION: Contract Specialist
DEPARTMENT: Office of Management and Budget
REPORTS: Contract/Purchasing Manager
FLSA STATUS: Non-Exempt
PAY GRADE: 105

GENERAL DESCRIPTION:

Responsible for performing contract assignments in support of procurement activities and execution, monitoring and administration of all contracts. Assists with the Department's operating and project budgets. Performs a variety of routine to complex administrative and clerical work to monitor the efficiency and effectiveness of the contracts process.

ESSENTIAL FUNCTIONS:

- Assists with monitoring contracts from design and bid process through completion. Presents factual information; composes memoranda, minutes and reports; and drafts contract provisions, supporting documents and notice of award.
- Assists in the preparation, administration and monitoring of assigned annual contracts.
- Assists in reviewing specifications and plans for contracts; recommends and implements changes to contracts, through amendments and change orders. Analyzes business practices and market conditions to evaluate bid responsiveness, adherence to purchasing policy, contractor responsibility and contractor performance. Maintains contact with stakeholders to ascertain contract requirements and/or level of satisfaction with progress and performance.
- Receives progress invoices and assists in verifying contents against contracts; routes invoices for approval and tracks progress until payment.
- Assists in preparing reports concerning project costs based on actual contracts.
- Assists in resolving various issues and problems pertaining to contracts.
- Compiles extensive data and documentation for meetings and reports.
- Assists in coordinating, scheduling and conducting various meetings, i.e. public meetings concerning Department projects; Pre-Bid Evaluation committee and pre-construction meetings; prepares minutes.
- Performs a variety of routine to complex administrative duties.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, County Personnel, Board/Committee members, various outside agencies, professionals, vendors, contractors, engineers, consultants and the general public.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.
- Performs related duties as required and other job-related duties as requested by supervisor.

(These essential functions are not a complete statement of all duties required of the job. Employees will be required to perform such other related job duties as may be assigned or required)

Contract Specialist

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's Degree in Finance, Business Administration or related field or equivalent three (3) to five (5) years of contract experience. Prefer at least two (2) years of experience in professional procurement and contracting preferably in a government setting. Legal experience is a plus. May require a valid State Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to ensure customer service and client focus externally and internally.
- Knowledge of the methods, policies and procedures of the Department and County pertaining to specific duties of the Contract Specialist.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the organization of the County and of related departments and agencies.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Administrative, organizational, interpersonal, bookkeeping and clerical skills.
- Knowledge of construction and Contract Management issues.
- Ability to read and interpret technical specifications and drawings related to Capital Projects.
- Ability to ensure contractor/engineer compliance with County Contracts Policy, specifications, plans and standards.
- Ability to coordinate and facilitate meetings as required.
- Knowledge of Proficiency with Microsoft Office based software, preferably Excel and Word.
- Ability to perform required mathematical calculations.
- Ability to operate and maintain a variety of office equipment as necessary in the performance of daily activities.
- Attention to detail and ability to solve problems.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Knowledge of Ethical conduct and adherence to confidentiality as required.
- Ability to use independent judgment in performing routine and non-routine tasks.
- Ability to communicate effectively.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to offer training and assistance to co-workers and employees of other departments as required.
- Ability to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Ability to work under stressful conditions as required.
- Ability to react calmly and quickly in emergency situations.

ESSENTIAL PHYSICAL SKILLS:

- Extended periods of time at a computer or workstation.
- Stooping
- Sitting

Contract Specialist

- Kneeling
- Bending
- Crouching
- Reaching
- Standing
- Walking
- Lifting and carrying up to 10 lbs.
- Pushing and pulling

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

WORK ENVIRONMENT:

- Works inside in an office environment.

I have read and understand this job description, possess the minimum education, experience, knowledge, skills, abilities and am capable and willing of performing all essential functions.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the County.

Signature

Date

August 2007
Revised:
February 2011
June 2019