



Contracts Specialist

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
172	Exempt	2 – Professionals	AFSCME	7	1-11-95	891	1 of 1

DEFINITION: Under general supervision, performs and implements the District’s external contracting processes, and ensures that the agency contract goals are successfully met.

REPORTS TO: The Purchasing Manager, or designee.

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

- Prepares Requests for Proposal (RFPs) for the District according to procedures mandated by the District, the Federal Transit Administration (FTA), or other agencies; coordinates the internal review process for the routing and approval of RFPs and contracts; and monitors and implements proposed contract amendments.
- Performs internal liaison work within the District to obtain detailed information on contract and supply needs; coordinates with District staff members on related matters; attends Board of Directors and interagency meetings as necessary.
- Attends pre-proposal conferences with District staff as needed; explains the District’s contract award procedures and guidelines; and assists in meetings with vendors and their representatives.
- Prepares weekly, quarterly, and biannual activity reports; monitors management information systems reports to ensure contract compliance; and approves invoices for professional services prior to payment.
- Prepares various reports and correspondence including mandated reports and filings.
- Prepares draft General Manager Memoranda requesting approval to issue RFPs, or award of contracts.
- Maintains contact information and original files in Procurement department; and distributes appropriate copies within the department, and throughout the District, as appropriate.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Ability To: Operate a variety of office machines and computer equipment and use applicable computer software required by the Procurement department; collect, analyze, and present data in a clear and concise manner, including statistical and cost analyses; work independently and exercise sound judgment and discretion; interpret federal and District procurement guidelines for specific projects; and establish and maintain effective-working relationships with those contracted in the course of work

Education: Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in public administration, business administration, or a related field.

Experience: Two (2) years of progressively responsible experience in contract administration.

Special Requirements: None

NOTE: This job description was written January 11, 1995. The language has not yet been revised. For practical reasons, it has been transcribed in the MS Word electronic format.

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