

## **CONTRACT SPECIALIST**

### **DEFINITION**

Under general supervision, serves as a consultant and/or performs the full range of specialized work associated with contracting for services, equipment, and goods for the organization; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Contract Specialist* is the experienced level in the Contract Series. Incumbents in the class independently develop and review Requests for Proposals; negotiate and review contracts, grants, and equipment requirements; provide an efficient bidding process; and verify and negotiate pricing for services, equipment, and goods procured for the organization. Incumbents also serve as a resource for trial courts on contracting issues.

### **EXAMPLES OF DUTIES** *(illustrative only)*

- Develops and prepares Request for Proposals (RFP), Requests for Information (RFI), and complicated bid documents; provides training to staff and courts in evaluation techniques for RFPs, RFIs, and bid documents.
- Facilitates bidders' conferences.
- Negotiates price, terms, and conditions with vendors; provides training to branch staff on negotiation techniques.
- Drafts contracts.
- Develops general, special, and technical provisions in contracts to ensure maximum competition.
- Works closely with the legal staff to develop standard contract clauses, develop electronic means for contract review, and the use of the internet as a contracting medium; provides legal staff with finished draft of contract for review;
- Interacts with vendors on behalf of branch when there are contract questions; works with branch staff regarding contract management activities; provides contract interpretations as required.
- Develops strategies to resolve potential problems on major contracts, including managing contracts effectively to meet organizational goals and objectives.
- Serves as a resource for the branch on policies and procedures related to procurement and contracting, and to the trial courts on contracting issues.

## **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of acquisition planning, development, and implementation.
- Contract administration and termination techniques.
- Price/cost analysis techniques.
- Contract types, methods, and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, and multiple awards.
- Contract negotiation techniques.
- Laws, regulations, and rules associated with contract development, administration, and termination.
- The operation of personal computers and the use of specified computer applications, such as word processing and spread sheets.
- Principles and techniques of preparing a variety of oral presentations.
- Principles and techniques of preparing a variety of written materials.

### **Ability to:**

- Conduct price/cost analyses.
- Prepare a variety of contracts for equipment, goods and services.
- Negotiate contracts.
- Manage, administer, monitor, and terminate contracts.
- Operate personal computers and use specified computer applications, such as word processing and spread sheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to a Bachelor's degree from a recognized college or university with major course work in business administration or a closely related field and three years of professional purchasing experience which includes the drafting of contracts and complex bid documents.

Additional qualifying experience may be substituted for education on a year-for-year basis.