



## **Contract Services Specialist 2**

**Category:** Classified  
**Pay Grade:** C22  
**Job Code:** 13018

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly responsible professional work administering a contracts compliance system; oversees the administration of all contracts delegated to a specific department or authority; assists 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; handles project cost reporting, departmental procurement activities, and monitoring of contract status.

### **ESSENTIAL JOB FUNCTIONS (examples, 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;
- Tracks and monitors CIP projects from contract preparation to construction and coordinates and drafts addendums to advertised CIP projects;
- 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;
- Determines financial needs for department contracts;
- 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 and ensures contract documents comply with grant 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;
- Initiates departmental building maintenance service requests and follows up on status as needed; and
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Five (5) years of experience in basic accounting, purchasing, procurement, or project cost control work; or an Associate's degree emphasizing accounting or business administration and three (3) years of experience in work listed above; or a Bachelor's degree in accounting, business administration, public administration, finance, or related field and one (1) year of experience in work listed above; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

### **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 oversee the implementation of capital improvement plans, major construction projects, and new technology systems;
- 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.

## PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.