



Contract Services Specialist 1

Category: Classified
Pay Grade: C20
Job Code: 13014

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 accounting and contract work involving all phases of contract preparation, monitoring, reporting, and processing of pay applications; supports the department or division by monitoring project schedules of architectural, engineering, and construction projects, preparing project cost/status reports, serving as a lead worker in contract, agreement, and change order preparation, processing pay requests from design professionals and construction firms and supporting division accounting tasks; assists in the development of procedures or techniques to meet the specialized needs of the department and training departmental employees in the application of same; performs project cost reporting, departmental procurement activities, and contract management.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs or coordinates contract administration of departmental CIP and operating budget projects;
- Establishes and maintains records to adhere to federal and state reporting requirements;
- Supports FDOT collecting, analyzing, and maintaining of data relative to contract compliance for FHWA-1273, Equal Employment Opportunity/Affirmative Action (EEO/AA), Disadvantage Business Enterprise (DBE), On-the-Job Training (OJT), and Wage Requirements (DBA);
- Supports encumbrance and expenditure reporting on all department/division projects and activity centers and assists in maintaining records of expenditures and remaining balances on the Guaranteed Maximum Price (GMP) and on the contingency portions of construction contracts;
- Supports Budget and Expenditure (B&E) reporting on CIP and operating budget projects at the activity level and supports the project budget planning process;
- Assumes the section lead role in preparing monthly and fiscal-year-end schedule reports on CIP and operating budget projects;
- Assumes the section lead role in maintaining the master project schedule and advises managers of key deadlines to keep projects on established schedules;
- Assumes the section lead role in preparing all contracts, agreements, change orders, and amendments and trains and directs other staff members to support the process;
- Performs preconstruction meeting preparation and training for coordinators on the distribution process of minutes;
- Oversees shop drawing submittal tracking and distribution;
- Compiles and distributes Notice to Owner letters;
- Orders and maintains office supplies and equipment;
- May perform routine data or word processing operations which include encoding, entering, and retrieving data or working with statistical packages or programs;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in basic accounting, purchasing, procurement, or project cost control work; or an Associate's degree emphasizing accounting or business administration and two (2) years of experience in work listed above; or a Bachelor's degree in accounting, business administration, public administration, finance, or related field; 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 GASB and by statute;
- Knowledge of the County compliance process for the Consultants Competitive Negotiations Act (CCNA);
- Knowledge of standard forms and documents used in the construction industry and familiarity with building design and construction processes from planning and programming through warranty period;
- Knowledge of purchasing issues, processes, and documents;
- Ability to apply basic computer applications and software;
- Ability to analyze transactions and to make adjustments as necessary to maintain the integrity of a cost accounting system;
- Ability to develop and maintain project schedules using construction scheduling 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 plan, organize, train, and supervise the work of others.

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:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **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.
- 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.