

CONTRACTUAL SERVICES OFFICER

NATURE AND VARIETY OF WORK

This is management level technical and administrative work in the procurement of construction, services, commodities, high tech equipment and supplies. Work involves the exercise of considerable independent judgment and initiative within a framework of established policies and procedures and with specific adherence to Federal, State and local laws and ordinances. Work includes negotiation of complex contracts (either singularly or as part of a team), issuing instructions to contractors/vendors; monitoring contract performance and interpreting contracts which are subject to claims; suspends and terminates contracts as appropriate. Work is performed under general direction.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in Personnel Law (Section 16-102(59)).

Participates with department heads, professional and engineering personnel of various manufacturers of highly complex commodities or services for the collection of technical information necessary for development of bid specifications for most complex type of County services or equipment; communicates with vendors as necessary to invite bids and clarify all details of specification.

Coordinates and participates in the analysis of bids/proposals, prepares reports and contract award recommendations for submission to the Chief Administrative Officer, in accordance with established criteria.

Plans, organizes, assigns, reviews and supervises the work of subordinate personnel.

Coordinates and participates in the analysis of bids/proposals, prepares reports and contract award recommendations for submission to the Chief Administrative Officer, in accordance with established criteria.

Plans, organizes, assigns, reviews and supervises the work of subordinate personnel.

Coordinates purchasing procedures and policies utilized in the preparation, development and awarding of contracts.

Performs research and conducts conferences with contractors, manufacturers, technical and engineering representatives prior to developing specifications.

Researches market trends and reviews technical, trade and legal publications to maintain knowledge of current and forthcoming regulatory procurement rulings, principles and construction practices and management.

Serves as a member of PAGs and acts as lead negotiator of negotiating teams responsible for the negotiation of contracts.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of procurement methods and procedures as well as techniques of specification writing, including the use of data processing.

Thorough knowledge of a wide variety of supplies, material, highly complex equipment and services relevant to government operation.

Thorough knowledge of the best sources and appropriate method of procurement to obtain the most favorable prices consistent with quality.

Thorough and extensive knowledge of contract law, governing the procurement of commodities, services and construction.

Thorough knowledge of current literature in the field of governmental procurement.

Thorough knowledge of modern concepts, principles and practices relative to governmental purchasing.

Thorough understanding of the requirements of various user agencies and the ability to consolidate requirements and develop the criteria for standards.

Thorough understanding of the requirements of using County agencies and the ability to consolidate requirements and develop the criteria for standards.

Ability to appropriately research and clearly describe in technical terms the specifications necessary to identify the item or service to be purchased while establishing maximum competition.

Ability to coordinate and direct the activities of project and/or subordinate personnel.

MINIMUM QUALIFICATIONS

Bachelor's degree with major course work in business, public administration, financial management, structural or civil engineering, architecture or an appropriate related field; three (3) years of progressively responsible experience in procurement to include preparing specifications for a wide variety of supplies, highly complex equipment (including high tech), construction projects and services and contract administration, or an equivalent combination of education and experience.

REVISED: 6/96