

SENIOR CONTRACT SPECIALIST

DEFINITION

Under direction, provides lead direction and work review to assigned staff, serves as a consultant and/or performs the most complex work associated with procurement and contracting services for the organization; performs related work as assigned.

CLASS CHARACTERISTICS

Senior Contract Specialist is the lead and/or specialized level in the Contract Series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive contracting projects. Incumbents also serve as an expert resource for courts on procurement and contracting issues. Incumbents have expertise in contract administration techniques; possess working knowledge of state and federal laws, rules and regulations governing contracting; and demonstrate competency in the full range of assigned duties. This class is distinguished from Supervising Contract Specialist in that the latter is responsible for supervising a contracting staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Drafts complex contracts and grant documents. Upon request, legal staff reviews contracts for inclusion of proper standard provisions and ensures contracts are legal as to form, including any technical specifications.
- Makes policy recommendations on contracting matters.
- Develops and prepares the most complex 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.
- May facilitate bidders' conferences.
- Chairs selection panel meetings; participates in the evaluation and selection of contract/grant finalist(s).
- Provides analysis of grant requirements.

- Negotiates price, terms, and conditions with vendors; provides training to branch staff on negotiation techniques.
- Develops general, special, and technical provisions in contracts to ensure maximum benefit to the agency and limitation of risk.
- Reviews or develops solicitation documents to ensure maximum competition.
- Develops standard contract provisions for review by legal staff; depending upon complexity of contract, may provide legal staff with finished draft of contract for review as to legal form.
- Interacts with public or contractors on behalf of branch when there are procurement or contract questions; works with branch staff regarding contract management activities; provides contract interpretations as required.
- Develops strategies to resolve and manage potential problems on major contracts to effectively meet organizational goals and objectives.
- Serves as an expert resource for the branch on policies and procedures related to procurement and contracting.

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- 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:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Conduct price/cost analyses.
- Write a variety of contracts for equipment, goods and services.
- Negotiate 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 procurement and contracting experience which includes the drafting complex contracts, including provisions, and solicitation documents; and including one year of lead experience for those positions identified as lead.

OR

One year as a Contract Specialist with the judicial branch.

Additional qualifying experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.