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.