

SUPERVISING CONTRACT SPECIALIST

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs the most complex, specialized work associated with procurement and contracting services for the organization; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the Contract Series. Incumbents are 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. In addition, incumbents design, plan, and implement complex contracting and procurement projects under minimal direction. This class is distinguished from Manager in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Identifies and proposes training and development workshops for staff.
- Responds to contracting and procurement questions and provides information/data to management, staff, outside agencies (e.g., trial courts and the executive and legislative branches) and the public.
- Directs the design, planning, and implementation of complex, organization-wide contracting and procurement projects with minimal direction.
- Reviews and approves staff work related to contracting and procurement projects and assignments.
- Develops and recommends policy decisions related to contracting and procurement matters.
- Provides direct support and technical contracting and procurement assistance through consultation with the trial courts.
- Develops, reviews, approves, and monitors program budgets.

- Confers with staff of executive and legislative branch agencies on contracting and procurement matters.

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and techniques 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, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.
- Supervise and direct work associated with complex contracting and procurement assignments and projects.
- 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 four years of professional procurement and contracting experience which includes the drafting of contracts and solicitation documents, including a minimum of one year of supervisory experience.

OR

One year as a Senior Contract Specialist or two years 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 four years of required experience.