

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 229

CONTRACT SPECIALIST

GENERAL

Highly responsible professional position, which creates and maintains contracts/agreements. This employee acts under the direction and general supervision of the Contract Manager and City Clerk.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Responsible for drafting, evaluation, execution, and management responsibilities of City contracts and agreements.
- Serve as the point of contact for City Staff and outside parties on contractual matters.
- Maintain contractual records and documentation such as contract exhibits, amendments, change orders, and similar.
- Determine the appropriate contract type, scope, cost, and recommend changes as needed.
- Work with Risk Management to coordinate contractual insurance requirements.
- Provide guidance on contract matters to project managers or other operational staff, including training new project managers and other employees in contracting practices and procedures.
- Assist Contract Manager in developing, implementing and improving procedures for contract management and administration in compliance with city policy.
- Work with staff and Contract Manager to ensure agreements don't lapse and renewals are executed timely.
- Ensure that executed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
- Assist Contract Manager with preparation of documentation for City Commission's approval of contracts and agreements.
- Ensure that contracts and agreements are correctly entered into the City's Contract Management Software.
- Assist the Contract Manager in keeping the Contract Management Software up to date and Contract data complete.
- Additional duties may include clerical and technical support which includes, but is not limited to typing and proofing documents in the City Clerk's office.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of public/governmental contract administration and management.
- Knowledge of large-scale purchasing methods (ITB's, RFP's, RFQ's, RLI's, etc.) and procedures in a wide variety of commodities and services.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work with limited supervision.
- Ability to make mathematical calculations with accuracy.
- Ability to complete a variety of forms, log sheets, and reports.
- Ability to identify errors in forms, scopes and documents provided for review.

- Ability to use Word, Excel, and PowerPoint.
- Ability to communicate persuasively and effectively.
- Ability to establish and maintain effective working relationships with City staff, contract vendors, and the general public.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Candidate must have either a Bachelor's Degree or higher from a regionally accredited institution with major study (i.e. Business Administration, Public Administration, Finance, Business Law, closely related field) or at least one year of Contract Management experience with a public institution.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, and pulling. Sedentary position with the ability to see, read, talk, handle or feel objects and controls. Physical abilities include frequent light lifting up to 10 lbs. and occasionally up to 20 lbs., walking, standing, pushing, reaching and grasping. The noise level in this environment is usually quiet in an inside office setting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 08/22

Bargaining Unit: Non-Bargaining

FLSA: Non-Exempt

Classification: 21/50

Location: City Clerk

GERS: Regular Class