

CITY OF PORT ANGELES JOB DESCRIPTION
Public Works & Utilities Department, Operations

CONTRACT SPECIALIST

NATURE OF WORK: Under general supervision, responsible for performing moderate to complex professional duties in procuring and/or contracting for a variety of materials, supplies, equipment, construction, repair, maintenance, and services for the Public Works and Utilities Department. Incumbents are expected to provide customer-responsive, cost-effective purchasing and contracting services for Public Works Divisions, consistent with applicable Washington State legal requirements. Responsibilities include receiving, reviewing, and processing purchase requisitions; researching, assessing, and identifying new products and services within areas of assigned responsibility; obtaining specifications, estimates, permits and operational documents pertaining to formal bids, RFP's and quotes; performing a variety of administrative functions associated with purchasing and contracting activities. Provides procurement and contract administration ensuring legal and audit requirements are met while assisting in securing the most cost effective pricing.

ESSENTIAL JOB FUNCTIONS:

(Essential job functions are those functions that the individual holding the position must be able to perform unaided or with the assistance of reasonable accommodation.) The following duties are not inclusive of all duties and the incumbent performs other related duties as required.

1. Coordinate and monitor the competitive bid and negotiated contract processes for assigned public works projects from specification development and estimates, bidding document preparation, award, and post-award administration including amendments and change orders.
2. Audit contractor records relative to pre award requirements, work in progress, invoices, and billings; and verify compliance with contract terms and legal requirements.
3. Maintain records, logs and files; administer contract; monitor for completeness, accuracy and appropriateness of payments.
4. Process construction and invoicing payments, requisitions and purchase orders; monitor retainage accounts; and process information in the City's financial management system.
5. Consult with division managers on purchasing needs and bid specification requirements;
6. Conduct legal research and act as liaison with internal counsel.
7. Research vendors and contractors to determine alternative sources, types of materials, supplies, methods and availability, and quality and price of products or services.
8. Interface with Public Works Engineering and the Economic and Community Development Department for permitting, rights-of-way, and other regulatory requirements. Coordinate field inspections for contract compliance and assist in routine inspections and site visits.
9. Review and update purchasing and contracting procedures; facilitate training of Public Works & Utilities Department staff and other departmental staff in implementation and ongoing use of contracting procedures.
10. Respond to public inquiries providing appropriate information and documentation.

NON-ESSENTIAL JOB FUNCTIONS:

1. Perform other related duties as assigned

PHYSICAL DEMANDS: Work is primary performed indoors in an office setting and requires sitting and working at a computer work station for extended periods of time, with occasional field work sometimes in adverse weather conditions. Ability to lift up to 25 pounds on occasion.

QUALIFICATIONS:

Education:

- Two years of college course work in Engineering, Business Administration, Architecture, Contract Law or a related field is preferred.
- Professional certification as a Purchasing Manager or Contract Manager or equivalent is desired.

Experience:

- Two years of work experience in a government agency performing Public Works contracting or procurement is required, OR
- A combination of 5 years work experience with construction projects and contracting will be considered.
- Thorough knowledge and proficiency with Microsoft products and associated software, and ability to quickly learn and apply new applications.
- Possession of or ability to obtain a valid Washington State driver's license within 30 days of hire, and a driving record acceptable to the City.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of public procurement and contract preparation and administration.
- Knowledge of city and department rules, regulations, and policies along with State laws relating to Public Works contracting and procurement.
- Ability to furnish effective technical assistance to the public and agencies in the preparation of contract proposals.
- Ability to plan and schedule work with minimal supervision to monitor assigned contracts and adhere to strict deadlines and established procedures.
- Ability to effectively communicate with the public, general contractors, and suppliers professionally and tactfully. Ability to manage stressful situations and resolve conflicts in a courteous manner.
- Ability to deal effectively with staff members and officials and to communicate effectively, both verbally and in writing.
- Ability to research documents and develop specifications and estimates.
- Ability to use word processing and spreadsheet software, financial databases, and some utility and building applications.

Representation: AFSCME

Effective date: 8/2/07

APPROVAL SIGNATURES:

Department Director _____

Date _____

Human Resources Manager _____

Date _____

City Manager _____

Date _____