

CITY OF KENT
POSITION DESCRIPTION

Position Inventory Number: PW522

Classification Specification: CONTRACT SPECIALIST

Salary Range: AF27

Position Description: Contract Specialist

Incumbent: _____

Location: Public Works – Engineering Administration

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GENERAL PURPOSE:

Under the direction of the Administrative Assistant III and/or Engineering Manager, perform a variety of clerical and administrative duties of average to above average difficulty, often with short deadlines, in an assigned area or office; provide information and assistance to others as required.

Work is characterized by duties requiring in depth knowledge of contracts and City-approved contract language, use of judgment and tact, and a large volume of work requiring accuracy and speed.

Supervisor and/or Engineering Manager defines objectives, priorities and deadlines and assists employee with unusual situations which do not have clear objectives or precedents. Employee plans and carries out assignments and handles problems and deviations in accordance with instruction policies, procedures and/or accepted practices. Work is evaluated for soundness and conformance to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Gather information for, type and proof all Public Works Department contracts to ensure that contract language regarding insurance, indemnification and other administrative matters are consistent with City requirements and comply with Federal, State and City laws and policies.

In concert with the City Attorney's office, advise engineers, contractors and consultants on City contract procedures and ensure that they are met.

Coordinate contract administration specifications with staff and verify accuracy and consistency of documents before they are sent out.

Attend CIP pre-construction meetings when required.

Track and document contracts and specifications in order to report progress on each contract to the responsible engineer.

Review funding expenditures and invoices for accuracy based on contract specifications, monitor cost portion of consultant contracts and report overages and/or deviations to the engineer responsible for that contract.

Develop standard usage or "boilerplate" language for use in contracts, in conjunction with the City Attorney's office and engineers.

Provide training, information and assistance, within scope of responsibilities, to department staff and outside agencies that request it.

PERIPHERAL DUTIES:

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Organization, policies and objectives of assigned department or area
- Contract language and use within the City
- Modern office practices, procedures and equipment
- Project tracking and record keeping techniques
- Correct English use, grammar, spelling, punctuation and vocabulary
- Applicable laws, codes, regulations and procedures
- Appropriate office and telephone behavior

SKILLED IN:

- Accurately organizing, proofing and completing complex documents
- Use of personal computer and software such as Word, Excel, Outlook and Power Point
- Organizing large amounts of data into organized tracking mechanisms

ABILITY TO:

- Perform administrative and clerical duties of above average difficulty
- Operate office equipment such as computers, calculators, copiers and fax machines
- Add, subtract, multiply and divide quickly and accurately
- Understand and follow oral and written directions
- Maintain accurate records and files

- Communicate effectively orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Respond to staff and the public with courtesy and tact
- Complete work in an accurate, timely manner despite constant interruptions

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma supplemented by business classes; and

Experience: Two years of senior level office experience including contract coordination, project tracking and preparation of specifications for Capital Improvement Projects within Public Works.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State Driver's license, ability to pass the City's Defensive Driving course and to maintain an excellent driving record. Previous contract coordination and project tracking experience in a municipal setting preferred.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery including but not limited to personal computer, multi-line telephones, fax, copy machine and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is

Regularly required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment or controls. Frequently required to sit, stand, walk, hear and talk normally with or without mechanical assistance. Occasionally required to lift in excess of 10 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

