

## ASSISTANT SECRETARY TO THE BOARD OF ACQUISITION AND CONTRACT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Secretary to the Board of Acquisition and Contract, the incumbent assists the Secretary in the administration of all Board functions, including awarding County contracts, for construction, reconstruction, repair and alteration of all public works or improvements, and the acquisition by purchase or condemnation of all lands, buildings and other real property as authorized by the Board of Legislature. Supervision may be exercised over the work of a small number of employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Receives and assists in the review of communications and proposed resolutions pertaining to acquisition and contract matters from various departments, and returns same for amendment or correction of essential detail, as needed;

Makes arrangements for regular, special and bid opening meetings of the Board and assists with the composing and distribution of detailed agenda for same;

Assists in recording all actions of the Board and distributes approved resolutions to appropriate department officials, as directed by the Secretary;

Represents members of the Board at bid opening meetings, in the absence of the Secretary;

Reviews advertising of contracts in connection with bidding procedures for proper time element requirements;

Reviews specifications and proposals for contracts and assists the Secretary in advising various departments as to legal and practical contents of the proposed contract and the procedures thereunder;

Researches past actions of the Board as requested by various departmental personnel and by the general public;

Assists in the distribution of plans and specifications to prospective bidders on construction and service projects and supervises the refund of deposits for same from a special bid deposit checking account;

Answers bidding procedure inquiries and refers technical questions to appropriate department;

Assists in the receipt of sealed bids for all formal contracts;

Assists with the preparation and distribution of contracts and performance bonds for advertised contracts;

Monitors the execution of performance bonds and contracts, and the obtaining of all required insurance policies and certificates of insurance for above departments only, prior to execution by the County;

EXAMPLES OF WORK: (Cont'd):

Maintains records and follow-up procedures on insurance coverage for Departments of Public Works and Environmental Facilities formal contracts to insure required coverage for entire period of contract;

Compiles statistical and financial data for use in preparation of Board of Acquisition and Contract budget and maintains financial control over same.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of contract and bidding practices and procedures; knowledge of contract and legal terminology; ability to coordinate basic account keeping procedures involved in the receipt and refund of deposits for bidding documents; ability to deal with others cooperatively and effectively; ability to prepare reports and analyze past and present data concerning contracts; ability to carry out complex staff and administrative assignments; initiative; reliability; courtesy; integrity; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School diploma and either (a) five years of work experience, two years of which involved contract procedures work, general construction insurance work, or the administration of contracts for public improvements or service contracts; or (b) completion of a two-year post high school course and three years of work experience including the two years of specialized experience in (a); or (c) a Bachelor's Degree\* and two years experience as stipulated under (a).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.