

PROGRAM SPECIALIST (CONTRACT MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for assisting in the administrative processes involved in the development and awarding of contracts for services or equipment. Responsibilities include the research of product or service specifications, availability and cost; preparing bid specifications and/or Requests for Proposals; assisting in the evaluation of contract compliance; monitoring contract funding and maintaining mandated fiscal and program records. Supervision may be exercised over a small number of subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Researches material related to service or equipment specifications, availability and cost, and develops technical and procedural bid specifications for their procurement;

Assists in the development of contracts required by the department ensuring the best terms, fastest development process, appropriate implementation, and compliance to agreed terms and conditions;

Keeps abreast of all procedural, legal and regulatory guidelines relating to contract development and administration to ensure that departmental procedures are in accordance with same;

Assists in the analyses, issuing and awarding of bids by consulting with appropriate departmental or County personnel to ensure that the acquisition of equipment or services meet the goals and objectives of the department;

Ensures that all of the administrative processes involved in the development, awarding and monitoring of contracts are handled in a timely and efficient manner by scheduling and coordinating the work of subordinate personnel;

Monitors contractual funding to ensure prompt and accurate payment, and ensures that funding is drawn from the appropriate sources;

Confers with department heads to determine needs, availability and appropriate utilization of contract services, expiration dates and renewal needs;

Confers with appropriate members of the Law Department or County officials on matters requiring legal interpretations or opinion;

Monitors equipment or service contracts to ensure compliance with mandated and departmental guidelines;

Conducts field investigations as required to become familiar with services or equipment to aid in the development of bid specifications;

Prepares cost projections, time schedules, progress reports and other reports related to the management of contracts;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Conducts studies and special projects as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the procedures involved in the development and administration of contracts (exclusive of labor contracts); good knowledge of the principles and techniques used in the acquisition of a variety of services and equipment; good knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to analyze and assist in negotiating contract terms and agreements; knowledge of bid specifications and the preparation of contracts and grant applications; knowledge of the laws, rules and regulations as they relate to contract development, implementation and compliance evaluation; ability to prepare and maintain financial and program records; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies and County officials; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to coordinate the work of subordinate staff; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgment; accuracy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two years of experience where the primary function of the position was performing staff or administrative support functions** directly related to fiscal management, contract management or grants management.

SUBSTITUTION: Satisfactory completion of a Master's Degree in Accounting, Business Administration, Finance, Economics or closely related field may be substituted for one year of the above stated experience. Satisfactory completion of a one year Public Administration internship in a government agency may be substituted for one year of the above stated experience.

**DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

*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 Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Group: X