

PROGRAM SPECIALIST (CONTRACTS - WCMC)

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 at the Westchester County Medical Center. 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. Duties may also involve the evaluation of office space and layout needs (Departmentally or Countywide depending on area of assignment) to aid in determining the most efficient utilization of space within the office environment or in County occupied buildings. Supervision may be exercised over a small number of clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Researches material related to equipment or service specifications, availability and cost, and develops technical and procedural bid specifications for the procurement of same at the Westchester County Medical Center;

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 Medical Center and County procedures are maintained;

Assists in analyzing, 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 medical equipment or medical service contracts to ensure compliance with mandated and departmental guidelines;

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

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

Prepares cost projections, time schedules, progress reports and other reports related to the management of office space and utilization thereof;

Conducts studies and special projects as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); good knowledge of the principles and techniques used in the acquisition of a variety of services and equipment; knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to analyze and assists in negotiating contract terms and agreements; ability to prepare bid specifications and assist in the preparation of contracts and grant applications; ability to interpret and apply 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; initiative; good judgment; accuracy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and two years administrative or staff experience, one year of which must have been in a hospital; (b) high school or equivalency diploma and six years experience as defined in (a) above, one year of which must have been in a hospital; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*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.