

CONTRACT EXAMINER
(BOCES # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs complex administrative duties relating to contract development, analysis, and maintenance. Duties include responsibility for reviewing and drafting contracts for compliance with all applicable rules, laws and regulations and the development and review of appropriate amendments, attachments and exhibits. Incumbents work closely with BOCES departments and legal counsel to prepare, review, maintain and modify contracts and related records. Incumbents have extensive contact with district managers, vendors and legal counsel in the performance of duties. Supervision is not a responsibility of this classification. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists agency departments in the preparation of standard contracts, amendments, related attachments and exhibits including technical drafting of legal and programmatic language for review by legal counsel;

Assists agency departments in the preparation of non-standard contracts and related non-standard documents under the guidance of Southern Westchester BOCES legal counsel including working directly with vendors to negotiate terms as needed;

Assists agency departments in gathering any missing or incorrect documents required in the contract packet and communicates with vendors as needed;

Annually reviews vendor contracts to identify language changes and ensure compliance with NY State Education Law 2-d;

Reviews the privacy policy and terms and conditions of free software programs;

Addresses concerns regarding contract terms with department managers or legal counsel for further direction;

Acts as liaison with vendors if clarification or changes to the contract are required;

Works with vendors to provide supplemental information such as insurance documentation and fingerprinting clearance, and to sign Parent's Bill of Rights;

Reviews contract packets for legal sufficiency and compliance with all agency policies, procedures, rules, and obtains approval of legal counsel as necessary prior to submission to the Southern Westchester BOCES Board for signature;

Distributes copies of completed contracts to appropriate department heads;

Maintains tracking logs and spreadsheets for the management of department workflow including data entry, spreadsheet creation and database uploading;

Using department logs and spreadsheets, assists agency departments with status updates, reminders, and other related communications regarding contract information;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Creates and maintains worksheets and cover pages / memos for contracts and contract packets for use in tracking and managing the status of contract work performed;

Tracks contracts for expiration and initiates renewal process with agency departments as needed;

Maintains database of contract retirement information obtained from contract packets;

Maintains official files for contract records and reports;

Maintains a high degree of knowledge regarding all agency policies, procedure, and rules pertaining to contracts and related subject matter and stays current on relevant developments in education law as it relates to contracts;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of federal, state and local regulations pertaining to contracts; thorough knowledge of the principles, practices and techniques of contract administration; good knowledge of contract terminology and procedures, good knowledge of auditing and accounting procedures applicable to government contracts; good knowledge of claims processing procedures applicable to government contracts; good knowledge of performance standards and budgetary concepts which will ensure that contracts are drawn up which bring full value to BOCES; ability to analyze statistical information and to make arithmetic computations rapidly and accurately; ability to establish and maintain effective working relationships with various agencies and co-workers in a manner conducive to full performance and high morale; ability to compile and prepare clear and accurate reports; ability to express oneself clearly and concisely, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; courtesy; respect; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three (3) years of experience where the primary function of the position was contract review and administration for a large company or government organization.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a degree in Paralegal Studies or a related field may be substituted on a year for year basis for up to two (2) years of the above stated 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.