

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Contract Specialist – Community Development	UNION: 1937
CLASS TITLE:	Contract Specialist	SG: 11
DEPARTMENT:	Planning and Community Development	CS: Y
		FLSA: Y
		EEO4CODE: AS

JOB SUMMARY:

Ensures City contracts are prepared and processed in accordance with City policies and State and Federal laws and regulations. Serves as the contracting resource to Community Development Project Managers, for all Division-related services, for capital development, professional and personal service agreements, task orders and the procurement of goods and services. Division-related services may include the provision of grant or loan funds for tourism; social services and basic needs; affordable housing; downtown, urban village, or general business support; nonprofit or public community facility development or repair; homeless services; childcare; and/or other community development related services and activities. Provides administrative and technical support and guidance in all functional areas of contract preparation and close out.

SUPERVISORY RELATIONSHIP:

Reports to the Community and Economic Development Manager or designee. Works independently under general supervision and the guidance of applicable Federal and State laws, City regulations and contractual agreements. Maintains a close working relationship with the Housing & Services Program Manager, the Community Development Contract Accounting Specialist, Purchasing Staff and Project Managers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Prepares, processes, and reviews contracts, supporting documents and general correspondence. Verifies procurement and contracting requirements, ensures all required specifications and related documents are incorporated into the contract documents and monitors contract compliance with City Policy and State and Federal laws and regulations. Reviews and processes change orders, contract modifications and close out documents.
2. Coordinates with Project Managers and Legal Department to ensure proper completion of insurance certificates and bonding to adequately protect the City's assets. Provides information to and follows up with contractors, insurance companies and bonding agencies as needed.
3. Works with the Contract Accounting Specialist to maintain proper tracking of job costs, fund account numbers, purchase orders, grant and fund balances and ensure contracts reflect desired funding sources and uses in compliance with policies.
4. Provides functional direction regarding contract procedures for recipient agencies, vendors and staff responsible for contract/project management.
5. Uses references, resources and existing Federal, State and City of Bellingham provisions to assist Project Managers to meet project contract requirements. Coordinates with Project

- Managers regarding scope and sequencing of projects. Advises Project managers of appropriate contracting strategies.
6. Develops and conducts agency evaluations to ensure services are performed in accordance with contract requirements and that contract prices and rates remain competitive. Monitors invoices for compliance with individual contracts. Maintains documentation on timeliness and risk associated with vendors and agencies. Informs managers and other staff as needed of non-compliance.
 7. Conducts required contract monitoring as assigned in coordination with project management staff. Tracks deliverables to ensure milestones are being met. Tracks the work of project-specific third party monitors to ensure compliance for projects where Davis Bacon and/or Prevailing Wages are required.
 8. Provides information and assistance to City staff regarding contract procedures and development of contract documents.
 9. Develops grant funded contract documents, reimbursable and pass-through agreements in accordance with funding source requirements. Develops inter-agency agreements, memorandums of understanding and memorandums of agreement.
 10. Establishes quality control techniques to maintain accuracy including streamlining and updating processes and procedures of specification production and recipient agency performance as requirements and workflows change.

ADDITIONAL WORK PERFORMED:

1. Composes correspondence related to projects and prepares job-related procedural task data.
2. Routes contracts for signature or needed follow-up
3. Acts as third party monitor for projects where Davis Bacon and/or Prevailing Wages are required in the absence of a project-specific third party monitor.
4. Performs other related duties of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Applicable CFR and RCW laws, including procurement and insurance and bonding requirements related to major capital construction projects associated with community development activities
- Contracting concepts, applicable grant and loan contract acquisition laws and regulations, business principles, marketing and industry accepted procedures
- Nonprofit and government agency processes, procedures, specifications interpretation, scheduling and cost factors
- Federal, State and local laws, rules and regulations related to area of assignment
- Working knowledge of project schedules and project development tasks
- Governmental accounting and auditing requirements

Skills in:

- Organization and planning, problem analysis, adaptability and flexibility

- Knowledge and ability to apply federal, state and local regulations.
- Math skills including the ability to add, subtract, multiply and divide and compute percentages with accuracy.
- Excellent communication skills to communicate effectively with other employees, agencies and the public using tact, courtesy and diplomacy.

Ability to:

- Operate a computer and utilize relevant software
- Effectively utilize the Internet
- Communicate without ambiguity using proper English, spelling, grammar, and punctuation
- Proof read with proficiency
- Use of equipment in the area of assignment
- Understand and execute oral and written instructions
- Plan, schedule and coordinate work assignments to meet tight deadlines
- Provide creative resolution to contracting issues
- Work under pressure, and cope with interruptions
- Work independently and self-motivate
- Resolve potential problems with proactive solutions
- Maintain consistent and punctual attendance
- Demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Travel to off-site locations within City.

WORKING ENVIRONMENT:

Works extensively at a desk and computer workstation. Work is performed primarily in an office setting or remotely with occasional visits to other agency office or work sites. Business travel may be required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of relevant college or vocational course work in accounting, business, or related area.
- Three years of experience with record-keeping and compliance monitoring for contracts.
- Familiarity with community development terminology and concepts preferred.
- Accounting/bookkeeping experience in a municipal or public sector environment preferred.
- APWA Contract Administration Certificate preferred.
- An equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions and local background check.

PREPARED BY: T. Sundin
R. Delker
11/2021
T. Sundin
R. Delker
3/2022

REVIEWED BY: _____
Blake Lyon
Planning and
Community Development Director