CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE: **Contract Specialist** **UNION:1937**
SG:111
DEPARTMENT: **Interdepartmental** **CS:Y**
FLSA:Y
EEO/SOC CODE: AS/43-3031

NATURE OF WORK:

Ensures City contracts are prepared and processed in accordance with City policies and State and Federal laws and regulations. The Contract Specialist serves as the contracting resource to Project Managers and other City staff for construction, public works, professional and personal service agreements and the procurement of goods and services. This position provides administrative and technical support and guidance in all functional areas of contract preparation and close out.

DISTINGUISHING CHARACTERISTICS:

Work is characterized by duties requiring in depth knowledge of contracts and City approved contract language and use of judgment to interpret and apply contract provisions and applicable rules and regulations, including City policy and Federal State and local laws and regulations.

This classification is distinguished from the Contract Accounting Specialist by the primary focus of the Contract Specialist on the preparation and processing of multiple multi-year contracts and the specific knowledge of contracting policies and procedures required to ensure compliance with City policies and State and Federal laws and regulations. The primary responsibility of the Contract Accounting Specialist is performing accounting work for contracts and grants, in addition to complex department budgetary records and financial reports.

SUPERVISORY RELATIONSHIP:

Reports to various department managers. May report to the department director. 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 Project Managers, Project Engineers and Purchasing Staff.

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 designated department 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. Provides functional direction regarding contract procedures for vendors and staff responsible for contract/project management.
4. Uses references, resources and existing State and City of Bellingham General Special provisions to assist Project Managers and Engineers to meet project contract requirements. Coordinates with Project Managers regarding scope and sequencing of projects. Advises Project managers of appropriate contracting strategies.
5. Develops and conducts vendor evaluations to ensure services are performed in accordance with contract requirements and that contract prices and hourly rates remain competitive. Monitors invoices for compliance with individual contracts. Informs managers and other staff as needed of non-compliance.
6. Provides information and assistance to City staff regarding contract procedures and development of contract documents.
7. 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.
8. Establishes Quality Control techniques to maintain accuracy including streamlining and updating processes and procedures of specification production as requirements and workflows change.
9. Maintains Purchasing contracts database.

ADDITIONAL WORK PERFORMED:

1. Composes correspondence related to projects and prepares job-related procedural task data.
2. Provides back up to Buyers and other comparable City staff as assigned.
3. Performs other related duties within the scope of the classification as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Applicable federal, state, and local codes and laws, and procurement, insurance and bonding requirements related to major capital construction projects
- Contracting concepts, Uniform Commercial Code, applicable public contract acquisition laws and regulations, business principles, marketing and industry accepted procedures
- 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
- Public works construction processes, procedures, specifications interpretation, scheduling and cost factors
- 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:

- Understand the basic concept of design flow, sequences and construction practices
- 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, Results 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;
  - Move between work sites;
  - Occasionally translate objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Works extensively at a desk and computer workstation. Work is performed primarily in an office setting with occasional visits to department work sites to assist staff with problem resolution pertaining to area of responsibility. 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.
- Accounting/bookkeeping experience in a municipal or public sector environment preferred.
- APWA Contract Administration Certificate preferred.
- Familiarity with terminology and concepts related to position such as engineering, construction or community development preferred.
- A 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.

PREPARED BY:

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REVIEWED BY: _____

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COMMISSION ADOPTION: November 10, 2021