

## **CONTRACTS SPECIALIST TITLE SERIES DEFINITIONS**

### **I. DEFINITIONS**

#### **CONTRACTS SPECIALIST**

This title level is used as an entry progressing to a development level for Contracts Specialists. Work is performed under close progressing to limited supervision.

#### **CONTRACTS SPECIALIST - SENIOR**

Positions allocated to this title level function as Contracts Monitors or Contracts Specialists.

Positions which function as Contract Monitors spend the majority of their time on the following duties: monitor contracts to ensure compliance with the requirements of the contract language and Federal and State laws and regulations; provide interpretation of the contract language to contractees, clients or customers of the contracted services, and other interested parties; process contracts, ensuring that the appropriate forms are completed and signed; conduct the Solicitation or Request for Purchase (RFP) bidding process; maintain contract forms and records; review reports and data; conduct audits and on-site visits in order to ensure compliance with the contract requirements; and may administer the grievance/complaint procedure. Work is performed under general supervision.

Positions which function as Contracts Specialists develop and administer contracts between the State and the Federal government, local units of government or private sector organizations for the provision of services; develop and evaluate bid letting procedures and requirements; negotiate and draft contract language; develop criteria by which contracts will be evaluated and awarded; award or coordinate the review and selection process for the awarding of contracts; approve payments; determine reporting requirements; process insurance policies; monitor contracts to ensure compliance with Federal and State laws and regulations; monitor contractees for compliance with contract requirements; review reports and other data; conduct on-site audits; evaluate effectiveness of contracted services; conduct studies of programs, policies and procedures and recommend alternatives and improvements; and provide consultation and expertise to agency management in the assigned program area.

#### **CONTRACTS SPECIALIST - ADVANCED**

Positions allocated to this title level perform all of the duties identified at the Contracts Specialist - Senior level and in addition administer the most complex contract programs within state service. Positions allocated to this level differ from the Senior level in the scope, impact, and complexity of the contract programs administered, the complexity of the program knowledge required, the number and variety of programs administered, the fiscal impact of those programs, the complexity of the contract program guidelines, and the level of difficulty in interpreting those guidelines. Work is performed under general supervision. In order to be appropriately titled at this level, positions must spend the majority of their time on professional Contracts Specialist duties which are of similar scope, impact, and complexity as the representative positions identified at this title level.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED TITLES**

Grants Specialist  
Financial Specialist  
Purchasing Agent