



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CONTRACT SPECIALIST I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (entry-level) contract management work. Work involves developing and evaluating a broad range of contracts including being a liaison to County officials through professional consulting, advising and analysis of procurement functions with strong problem solving and critical thinking skills. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.

Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies.

Evaluates expenditure data and makes projections to ensure appropriate use of funds.

Serves as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements.

May coordinate and facilitate procurement-related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.

Negotiate contracts, contract renewals, and amendments.

Prepares specifications for requests for bids.

May monitor legal and regulatory requirements pertaining to contracting.

May recommend the cancellation of contracts and assist in the dispute resolution process.

May recommend changes to solicitation and contract boilerplate documents and other contract-related documents.

May assist in preparing and distributing contracting/procurement reports.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Associates degree in finance, accounting, economics, marketing, international business, management, information system or related field

One (1) year of experience in the procurement of goods and services and understating of local, state, and federal purchasing practices

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require Certified Professional Public Buyer (CPPB)

May require Certified Public Procurement Officer (CPPO)

May require Microsoft Office Specialist Certification

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of purchasing methods and procedures, of assigned commodities and products on the open market, of supply sources, and of the Generally Accepted Accounting Principles (GAAP)

Ability to evaluate bids, to develop methods and procedures for locating supply sources, and to maintain a system of record keeping

Ability to plan and organize assignments and functions effectively

Ability to assess priorities and provide overall assistance

Ability to assess problems and develop approaches to resolve them

Ability to work individually and in a team setting

Skill in displaying a high degree of tact in dealing with elected officials, department heads, or the general public

Must demonstrate excellent critical thinking and problem solving skills

Must demonstrate excellent written and oral communication skills

Must demonstrate strong work ethic and self-motivation to meet deadlines

Must pay attention to detail, maintain a system of record keeping, maintain effective working relationships with others, and communicate effectively at all levels of the organization

Must demonstrate proper interaction with elected officials, department heads, department staff, business organizations and the general public

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations