



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **CONTRACT SPECIALIST II**  
Grade: 11

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*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 (intermediate-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 limited supervision, with extensive 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 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

Coordinates and facilitates procurement-related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings

Negotiates contracts, contract renewals, and amendments

Prepares specifications for requests for bids

Monitors legal and regulatory requirements pertaining to procurement contracting

Recommends the cancellation of contracts and coordinates according to the dispute resolution process

Recommends changes to solicitation and contract boilerplate documents and other contract-related documents

Prepares and distributes contracting/procurement reports

Performs other related work as assigned

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## **EXPERIENCE AND EDUCATION**

Graduation from an accredited four (4) year college or university with major course work in finance, accounting, economics, marketing, international business, management information systems or related field

Three (3) years 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

