



City of Phoenix

## Contracts Specialist II

Job Code:	06630	Job Function:	General Administration
Salary Plan:	001	Grade:	061
FLSA:	Exempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Professionals
SOC:	43-3061.00	Last Revision:	April 2024

*This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.*

### DEFINITION:

The fundamental reason this classification exists is to perform advanced level work in writing, negotiating, awarding, and administering complex professional services contracts. This position is involved in a variety of procurement activities including preparation of specifications, the bidding process, and preparation, renewal and monitoring of professional services contracts. Work requires the use of initiative and judgment.

### DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform advanced level work in writing, negotiating, awarding, and administering complex professional services contracts. This position is involved in a variety of procurement activities including preparation of specifications, the bidding process, and preparation, renewal and monitoring of professional services contracts. Performance is evaluated on the basis of results achieved. This class is differentiated from the Contracts Specialist I class in that it routinely handles difficult and complex assignments.

### SUPERVISION RECEIVED/GIVEN:

Supervision is received from a designated contracts administrator, division head or other supervisor.

Supervision may be exercised Contract Specialists I or other employees performing duties related to contracts administration.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Reviews contract scope of services for completeness
- Writes contract requirements in conformance with City policies and State and Federal laws, ordinances, rules and regulations
- Reviews contracts for accuracy and changes prior to bid and renewal
- Approves bid proposals and specifications, composes Requests for Council Action, and presents recommendations on engagements requiring management or Council approval
- Researches and interprets contract provisions including explaining contract processes, penalties, and compliance terms to users
- Coordinates the renewal and extension of contracts



## **City of Phoenix**

- Resolves discrepancies in contracts and prepares written documentation
- Serves as liaison between a department, contractors, consultants, and users
- Prepares advertisements, conducts pre-proposal meetings, and facilitates evaluations of Requests for Proposals and Requests for Qualifications
- Develops the scope and specifications for complex professional service contracts
- Creates responses to special correspondence and handles special assignments and problems such as responses to citizen inquiries, bid protests and vendor related issues.
- Writes and evaluates specification and invitations to bid
- Trains and monitors participating City departments or divisions in processing contracts to ensure conformity with various City, County, and State policies and procedures
- Maintains regular and reliable attendance
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity

### **REQUIRED KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Government contract law, principles, regulations and policies to include techniques, operations and contracting processes.
- Procurement practices for general services and professional services.
- Contract administration principles.
- Principles and practices of contract preparation, negotiation, conflict resolution, and public administration.
- Spreadsheet, word processing, database and presentation software.

#### Ability to:

- Communicate effectively in the English language with customers, clients, and the public.
- Make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Comprehend and make inferences from written material.
- Enter data or information into a computer.
- Exercise independent initiative and judgment.
- Remain in a sitting position for extended periods of time.
- Work cooperatively with other employees and the public.
- Work safely without presenting a direct threat to self or others.
- Quickly absorb new information and adapt to changing circumstances.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City



### **City of Phoenix**

business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential and marginal functions depending on work location or assignment.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of experience working with governmental contracts or experience assisting a contracts administrator in contract preparation, and a bachelor's degree in public or business administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.