

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:36:39 PM
Official Title:	Contract Specialist Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	323239
Job Family:	Purchasing/Inv/Central St

JOB SUMMARY

The Contract Specialist develops, coordinates, and administers contracts for products and/or services for one or more defined operating entities within the University organizational structure.

NATURE OF WORK

The Contract Specialist provides a wide range of management support functions for the institution as part of its central procurement unit, including specification development, order expediting/placement/confirmation, vendor interface and accounts payable interface. This position negotiates, extends, and renegotiates contracts as appropriate, and serves as a primary point of liaison with contractors, monitors existing contracts for compliance with terms and conditions. Additional responsibilities may include handling materials/staples contracts or construction contracts. Job responsibilities require a working knowledge of contract documents and specifications as well as the ability to analyze and interpret financial data and prepare financial reports, statements and/or projections. Work is performed independently, under general direction, working from established policies and objectives. Problems faced are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. Decisions have major implications on the management and operations of an area within an organization/ department, and may contribute to important strategy, operations, and business decisions that affect the organization/department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Negotiates, establishes, and administers contractual arrangements and procurement proposals for the sale of physician services. Evaluates or monitors contractor performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations.

Analyzes and approves or rejects internal and/or contractor requests for deviations from contract specifications and delivery schedules.

Analyzes price proposals, financial reports, and other data to determine reasonableness of prices; reviews and interprets contract provisions to achieve cost efficiencies and reductions where feasible.

Assesses contractor service value and product/service reliability relative to cost; plans, organizes, and coordinates acquisition alternatives, as appropriate.

Serves as a primary liaison with contracting representatives to ensure compliance with contract specifications and resolution of problems and issues, as they arise; arbitrates claims or complaints occurring in performance of contracts.

Continually monitors and evaluates contractor performance against contract specifications, and recommends appropriate remedial action as necessary.

Performs miscellaneous job-related duties as assigned.

May assist and/or provide input into the formulation, development, and/or revision of operating policies, procedures, and strategies for the organization, as appropriate.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed

below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3 year +	Directly related and responsible work experience in procurement, contracts and/or accounts payable or similar business environment	X		