

Contract Specialist

Job Code 50019092

General Description

Responsible for directing activities concerned with contracts for purchase of equipment, materials, products, or services.

Examples of Duties

Interpret, utilize and apply procurement and contract guidelines, rules, policies and laws.
Oversee and assist with resolution of contract disputes.
Review procurement solicitations and contracts for contract clauses and legal sufficiency.
Prepare, review, and negotiate contract terms and pricing with contractors as well as contract amendments and extensions.
Monitor and document contracts to ensure proper performance by contractors.
Track all HSPs in order to prepare semiannual and annual HUB report for Facilities.
Ensure vendor invoices match contract pricing.
Ensure proper close-out is done on expired or terminated contracts.
Coordinate meetings and advise various areas to inform them of contractual rights and to ensure contractual requirements are understood.
Execute various reports on commodities/services or perform research on commodities/services as assigned.
Prepare or review correspondence to or from vendors regarding contractual issues or performance.
Examine estimates of equipment/supplies, performance requirements and delivery schedules.

Knowledge, Skills and Abilities

Knowledge of: good contracting practices as well as procurement procedures, policies, statutes, regulations, contractual requirements.

Skill in: preparing specifications, correspondence, and contracts, interacting with co-workers, customers and contractors, ensuring compliance with contract requirements, problem solving.

Ability to: understand policies, procedures, contracts, perform intermediate math and statistical analysis, explain contract terms and conditions.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements

Requires certification as a Certified Texas Procurement Manager (CTPM), CTP, CTCD, CPBB, or equivalent after one year of employment.