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), Certified Texas Contract Manager (CTCM), or equivalent.