

Class Concept

Positions in this classification assist in the development and review of standard contracts. Positions in this class help develop and prepare specifications, requests for proposals, and invitations for bids, and help draft contracts and assist contracts specialists in the development of solicitations. Positions may assist contract specialists in the management of a portion of larger, more complex contracts. Work requires the assistance in the development of procedures and schedules for inspecting and evaluating contracts or purchase orders. Positions assist agency contracts personnel in preparing bid specifications, evaluating bids submitted by vendors, and conducting follow up inspections to determine that delivered commodity meets specifications of contract. Work is performed under the general supervision of the supervisor and is regularly reviewed for accuracy and technical assistance.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of contracts
- Ability to compose general, routine documents and correspondence
- Ability to gather and present technical information in oral and written form
- Ability to understand and process technical data as related to contracts specifications

Minimum Education and Experience

Bachelor's degree in Business or a closely related field from an appropriately accredited institution or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA