

Class Concept

This is professional work in the development and management of standard contracts. Positions in this class develop and prepare specifications, prepare requests for proposals and invitations for bids, help draft and manage contracts, and may conduct negotiations as required for a range of solicitations and agreements, including professional services, materials, and equipment contracts. Positions assist departments in the development and evaluation of solicitations. They facilitate all contract management functions with internal and external departments including outside vendors.

Contracts managed by this classification have less complex contract requirements and variables than those managed by higher level Contract Specialists. Positions in this classification may assist higher level Contract Specialists in the management of a portion of a larger, more complex contract.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of contracts.
- Ability to negotiate new contracts.
- Ability to compose general, routine contract documents and correspondence.

Minimum Education and Experience

Bachelor's degree in business or related area from an appropriately accredited institution and two years of progressive procurement or contract administration experience; or equivalent combination of education and experience.

Necessary Special Requirements

Completion of the North Carolina Contract Management Certification Program within one year of hire into the position.