

Class Concept

This is professional work in the development and management of contracts ranging from medium to high complexity. 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, which may include professional, highly technical services, or materials and equipment. Positions assist departments in the development and evaluation of solicitations. They facilitate all contract management functions with internal and external departments including outside vendors.

Positions in this classification are distinguished from the Contract Specialist I level in the complexity and importance of contracts administered, and the requirements needed for negotiating contract terms and compliance with outside vendors. These positions may serve as leads over Contract Specialist I or other procurement positions.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of contracts.
- Ability to negotiate new contracts.
- Ability to independently compose contract documents and correspondence.

Minimum Education and Experience

Bachelor's degree in business or related area from an appropriately accredited institution and four 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.