**Class Summary**

The responsibilities of this classification include performing routine purchasing and contracting activities in support of the procurement function.

**Distinguishing Characteristics**

This is the first level within a four-level classification series. The Contract Specialist – Assistant classification is distinguished from the Contract Specialist I classification in that incumbents within the Contract Specialist I classification establish procurement functions and contract compliance using existing contract or procurement methods and policies, and procedures.

**Examples of Duties**

1. Process requisitions, create purchase orders, and troubleshoot issues as needed in collaboration with internal and external stakeholders. Monitor agency spend thresholds and correct discrepancies.
2. Respond to purchasing and contracting related inquiries from internal and external customers.
3. Support Contract Specialists in preparing requests for proposals for publicly advertised contracts. Participate in the development and review of bid specifications, tabulations, solicitation documents, scope of work, technical specifications, and contract terms and conditions.
4. Compile project documentation ensuring complete and accurate auditable files. Ensure insurance requirements are met. Gather information for vendor disputes and respond to public disclosure requests.
5. Input data and maintain multiple databases in a timely and accurate manner.
6. Update standard work documents and prepare statistical reports.
7. Participate in process improvement projects to streamline operations and make processes more effective and efficient.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of county, state, and federal procurement policy, rules, and regulations

Knowledge of public bid processes and contracting thresholds

Skill in written communication

Skill in time management and adapting to changing priorities

Ability to work on multiple priorities and projects simultaneously

Ability to meet quick deadlines and produce quality work products

Ability to provide respectful customer service

Ability to perform research and analyze and solve problems

Ability to exercise sound professional judgment in maintaining confidentiality and releasing public information

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid driver’s license or ability to travel throughout the County in a timely manner

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 6 |
| **Levels within same series** | Contract Specialist – Assistant  Contract Specialist I  Contract Specialist II  Contract Specialist III |
| **Class History** | 06/2021 - Created |