

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **CONTRACT SPECIALIST - PUBLIC WORKS**

Spec No. 2058

#### **BASIC FUNCTION**

To prepare Public Works construction, consultant and inter local agreements and County on-call consultant agreements ensuring compliance with federal, state and local requirements.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Responsible for the coordination and preparation of consultant, inter local and construction agreements, supplements and amendments; includes requirements and conditions of other jurisdictions; ensures compliance with federal, state and local regulations.
2. Coordinates with the Deputy Prosecuting Attorney on final document for approval as to form; includes project summary documentation; and identifies potential areas of concern.
3. Prepares ECAFs; acts as a liaison with the Department of Finance and Risk Management during the review and approval process.
4. Coordinates, prepares and administers master agreements for on-call consultants; assists in the formation of discipline teams ensuring a fair and equitable forum; participates with teams to determine consultant selection criteria; reviews RFQs.
5. Oversees but does not participate in the interview process for each consultant; reviews interview questions and criteria prior to interview, tabulates results to determine finalists.
6. Reviews consultant fee structure prior to negotiations; acts as a member of negotiating team to define agreements, rates, salaries, COLAs, merits and indirect costs.
7. Provides assistance to sub-agencies, consultants, subcontractors for federal, state and local guidelines.
8. Informs consultants and appropriate officials of non-compliance with established federal, state and local guidelines.
9. Reviews and approves all Support Request documents prior to authorizing use of on-call Consultants Master Agreements; sets up files, tracks and prepares payment requisitions.
10. Reviews incoming billing for compliance to terms and conditions of the contract and task assignment; prepares payment utilizing computerized spreadsheets and ledgers.
11. Prepares award letters for construction projects; reviews agreements for required information and appropriate signatures; and secures approvals on construction agreements.
12. Prepares required reports on project status and maintains related records.

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#### **STATEMENT OF OTHER DUTIES**

13. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in public administration or related field and three (3) years of work experience involving contract administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities necessary to perform the work. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- engineering and construction terminology
- accounting and bookkeeping procedures
- contract administration practices and procedures
- federal, state and local laws, regulations and guidelines pertaining to public works contract administration

Ability to:

- operate personal computer and use software programs relevant to duties
- communicate effectively, both orally and in writing
- develop and maintain effective working relationships with contractors, consultants, department staff and governmental agencies
- interpret and enforce procedures, rules and regulations of public works contracts
- work independently and organize workload
- read, interpret and apply relevant federal, state and local laws, rules, regulations and guidelines
- maintain necessary records and prepare required reports.

#### **SUPERVISION**

The employee receives direction from a group supervisor. Work is performed with considerable independence and is reviewed through status reports, meetings and evaluation of results obtained.

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#### **WORKING CONDITIONS**

Work is performed in an office environment, but requires field visits to audit consultant files.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1986 as Compliance Officer

Previous Spec No.321264

Revised: March 1988, August 1996, April 2007, November 2018

EEO Category: 2 - Professionals

Pay Grade: 240 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous