

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Contract Specialist	<b>BAND/LEVEL:</b>	Tech III
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	3270
<b>DIVISION:</b>	Engineering	<b>DATE:</b>	11/16/2016
<b>REPORTS TO:</b>	Supervisor, CIP Section	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> XXX	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 310
<b>REPLACES:</b>	Contract Specialist		<b>LAST REVISED:</b> 03/25/12

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**JOB SUMMARY STATEMENT:**

Prepares, reviews, issues and monitors bid documents; reviews and evaluates bid proposals; prepares, reviews and issues contract documents; and ensures that contracted parties comply with contract provisions as directed by staff. Provides assistance regarding contract administration to Public Works personnel, other City departments; and consultants and contractors doing business with the City.

Uses professional and technical skills in the preparation of contracts and project bids for consulting services, construction of new buildings; renovation, remodeling, or repair of existing facilities; or for capital improvement projects for streets, thoroughfares, storm water, traffic signals, streetlights, street maintenance, repair and rehabilitation, and major traffic maintenance contracts. Work involves compiling and maintaining standardized and specialized bid and contract documents; preparing construction bid packages from technical plans and specifications; monitoring performance of and compliance with existing construction and/or service contracts; and providing assistance in service, cost and/or dispute resolution negotiations between contracted parties. Work may also involve issuing emergency contracts; assisting others in the bidding of and issuing contracts for projects under the provision of state statutes for public notice and advertising; and preparing and issuing letter contracts for projects not requiring competitive bids.

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**DUTIES AND RESPONSIBILITIES:**

1. Executes the Public Works contracting program through completion of contracting documents for engineering services, construction and purchase of materials, ensuring compliance with insurance and bonding requirements, reviewing and facilitating approval of payment requests, coordinating with legal staff on contract law issues, and assisting project managers with change orders, liquidated damages, contract negotiations, contract claims and project closeouts.
2. Prepares and monitors agreements with KDOT, Johnson County, other cities and other agencies. Prepares invoices to KDOT, Johnson County, and other agencies as required. Prepares Consultant and Vendor Agreements. Prepares construction contract documents for all types of projects, including KDOT projects, and ensures engineer's estimates are prepared for each project to be bid.
3. Acts as point of contact, along with the Law Department, for contractual items needing City Council approval. Ensures that all items have been approved by legal staff and appropriate action memos have been prepared and approved prior to finalizing on-line agenda and paper agenda packets.
4. Schedules and participates in formal bid openings for sealed bidding procurement; prepares bid tabulations and analyzes bids to determine responsiveness to the solicitation; assists with pre-award survey and price analysis by comparing bids to historical pricing information and other factors, assists project manager in evaluating bidder responsibility based on previous contract performance; assists project manager in preparing any necessary justification for bid awards; and monitors performance of contracted parties. Prepares contracts to be executed upon award by City Council, City Manager, or Director of Public Works.
5. Reviews contractor pay estimates and miscellaneous contract invoices (e.g. testing, consultant, architect, appraiser, review appraiser, ownership searches, KDOT, Johnson County, and other agencies, equipment vendors, and material vendors) and verifies accuracy of calculations before obtaining Department approval and submission to Finance Department for payment. Works with the companies submitting invoices to resolve any problems with invoicing prior to processing.

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6. Researches and gathers data and information to prepare contracts and/or agreements for road and snow materials and maintenance projects (e.g. micro surfacing, cold planning, slurry seal, crack seal, pavement marking, new sidewalk construction, sidewalk/curb repair-indefinite delivery, asphaltic concrete, asphaltic road oils, cover aggregate, salt, calcium chloride, annual road maintenance program, annual major storm sewer repair program, and annual traffic maintenance program). Prepares procurement documents for equipment and materials purchases. Researches and gathers information to request annual material quotes, copying quotes, and digital reproduction quotes. Notifies affected programs/agencies of pertinent contract issues; processes contract renewals, revisions or requests for discontinuance. Provides follow-up contract review and monitoring to ensure vendor compliance.
7. Assists and trains personnel in Public Works and other departments on contract preparation, progress monitoring, payment procedures, easement recording, and procurement policies.
8. Maintains records to manage budgets associated with street maintenance repair programs and materials, residential street programs, public building construction, traffic maintenance repair program, Kansas City Metropolitan Materials Board (KCMMB), stormwater maintenance and storm drainage projects, stormwater utility operating budget, and flood warning program. Communicates with personnel involved in these areas the status of their budgets.
9. Obtains tax-exempt numbers from State and forwards to appropriate contractors; and obtains updated insurance certificates from contractors, consultants, and architects for Department projects.
10. Prepares and/or reviews easement and right-of-way documents. Assists Public Works personnel, consultants, and appraisers in acquisition of easements. Validates ownership when necessary through use of County records and title companies. Tracks status of easements for project managers. Records easements and right-of-way documents with County for Public Works and Planning and Engineering Services. Processes payment and forwards copies of recorded documents and payments to property owners as required.
11. Creates new and revises existing standardized agreements/contracts for various types of work as needed. This includes consultant agreements, vendor agreements, construction agreements, design-build agreements, and construction manager at risk agreements. Works with project managers and the Law Department for the review and final approval for standard agreements and contract documents.
12. Assists Law Department and helps to identify risk management issues related to agreements, construction contracts, easements, change orders, and other miscellaneous issues as they arise
13. Analyzes requirements for complex contracts and recommends the appropriate method of procurement (sealed bids or negotiation); writes the Invitation for Bid (IFB) or Request for Proposal (RFP); forwards solicitation package to prospective bidders or proposers; serves as point of contact for contract inquiries; and issues amendments to bid solicitations.
14. Assists Public Works personnel to determine compliance with contract requirements, terms and conditions, prepares reports documenting any contract deficiencies and submits written notification of deficiencies to companies under contract with the City; resolves any disputes between contracted parties or between consultants and contractors.
15. Maintains contract files (e.g. pay estimates, invoices, receipts, reports and change orders) and current standardized bid documents.

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16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with co-workers, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time.
18. Assists in emergency operations, including snow removal, as required.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education with additional college-level courses in business administration, accounting, contracts or related subjects, or an equivalent combination of education and work experience.
- Associates degree in Accounting, Contract or Business Administration or Contract Law preferred.

### EXPERIENCE:

- Five years of progressively responsible contract administration experience in engineering and construction, preferably in a municipal setting, or an equivalent level of experience.

### SKILLS:

1. Good written and verbal communication skills
2. Math and advanced accounting concepts
3. Strong interpersonal relationship skills, to be able to present ideas clearly and effectively.
4. Strong organizational skills with attention to detail and accuracy.
5. Knowledge of construction contracting procedures.
6. Knowledge of sealed bid and negotiation procedures sufficient to obtain equipment, materials, services, and/or completion of construction for Capital Improvement Projects (projects).
7. Knowledge of commonly used contract types (lump sum, not to exceed), required clauses and special provisions to plan and carry out the procurement and to recommend award.
8. Ability to recognize deviations from contract specifications and provisions.
9. Working knowledge of price analysis sufficient to analyze a proposal or bid using historical data, commercial catalogs, price lists, etc. to ensure price reasonableness.
10. Knowledge of computerized enterprise accounting systems.
11. Computer operation skills related to word processing, spreadsheets, and databases (MS Office).

### MENTAL REQUIREMENTS:

1. Diplomacy and judgment
2. Ability to analyze and recommend possible solutions
3. Ability to learn and understand PC software applications
4. Good listening skills
5. Ability to plan and initiate administrative procedures
6. Ability to understand and apply principles of contract law
7. Ability to organize files and retrieve data effectively
8. Ability to handle multiple tasks
9. Ability to prioritize work
10. Ability to mentor, train, and guide others
11. Ability to recognize and protect confidential information

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12. Ability to comprehend City policies and procedures dealing with accounting, procurement, and contractual obligations
13. Ability to understand, interpret and communicate contractual and financial terminology.

**PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate to utilize computers and other office equipment
2. Physical and visual stamina to utilize computer for extended periods of time.
3. Ability to make and receive phone calls
4. Ability to lift contract files and other contract documents weighing 25lbs.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Indirect - may provide direction to Administrative Assistants.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.