

CONTRACT SPECIALIST OCCUPATIONAL GROUP [314]**CONTRACT SPECIALIST****Duties and Responsibilities**

This is a professional class of positions involved in the development and management of contracts for social services programs. This class of positions currently may be used only by the Department of Youth and Community Development, Department of Small Business Services, Administration for Children's Services, Department of Health and Mental Hygiene, Department of Homeless Services, Human Resources Administration/Department of Social Services and the Department of Education. New departments with the main function of contract management of social services programs may be authorized to use this class of positions. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with some latitude for independent initiative and decision making, performs professional work of routine difficulty managing contracts for social services programs.

Examples of Typical Tasks

To ensure contract compliance, monitors the performance of a number of contractors through on-site inspections and review of standard reporting documents.

Analyzes all documents submitted for review, including agency audit reports.

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CONTRACT SPECIALIST (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Makes reports on contractors' performance through regular conferences with supervisory staff, and by completing standard monitoring forms.

Acts as primary liaison between the agency and a number of contractors assigned to them.

May supervise subordinate staff.

Assignment Level II

Under general supervision, with latitude for independent initiative and decision making, performs professional work of moderate difficulty managing contracts for social programs.

Examples of Typical Tasks

Reviews initial and final proposals submitted by contractors, to ensure conformity to the agency's requirements and federal/state/city mandates.

May provide technical assistance to contractors in developing proposals.

Prepares summary analyses and recommendations to supervisory staff.

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CONTRACT SPECIALIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Monitors the operations of funded programs to ensure contract compliance.

Reviews statistical and budgetary data submitted by contract agencies.

Assists contractors in developing more efficient/effective approaches to program administration.

May make recommendations to supervisory staff concerning provision of additional funding or defunding of existing programs/contracts.

Prepares monthly fiscal summary reports.

May directly monitor the contractor's performance in cases of especially large contracts.

May assist contract monitors in a consultative capacity.

May assist in developing research methods and instruments. Carries out research projects.

May supervise subordinate staff.

May, during the absence of immediate superior, perform duties of that individual.

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CONTRACT SPECIALIST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or
2. A four year high school diploma or its educational equivalent and four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or
3. Education and/or experience equivalent to "1" or "2" above.

Direct Lines of Promotion

From: None

To: Associate Contract
Specialist (40562)