

CONTRACT SPECIALIST OCCUPATIONAL GROUP [314]

ASSOCIATE CONTRACT SPECIALIST**Duties and Responsibilities**

Under administrative supervision, with wide latitude for the exercise of independent judgment and decision making, performs complex professional/supervisory work 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. Performs related work.

Examples of Typical Tasks

Supervises and coordinates the day-to-day activities of a number of Contract Specialists carrying out contract management and compliance monitoring duties. Provides subordinates with training in agency policies and procedures, as well as in federal/state/city regulations governing programs. Holds regular conferences with subordinates individually and as a group to provide expertise. Evaluates subordinates' performance in accordance with Agency guidelines.

Establishes and maintains supervisory controls to ensure the unit's work is processed in a consistent and timely manner.

CONTRACT SPECIALIST OCCUPATIONAL GROUP [314]**ASSOCIATE CONTRACT SPECIALIST** (continued)**Examples of Typical Tasks** (continued)

Studies contract proposals along with subordinates' recommendations, to ensure they meet the agency's requirements and all relevant federal/state/city guidelines. Prepares summary reports and recommendations to higher administrative levels. Participates in contract negotiations. Provides technical expertise to contractors in the developmental stages of their contracts.

Evaluates contract performance reports and recommendations submitted by their subordinates, as well as agency audits and fiscal documents to ensure contract compliance. Makes summary reports to higher administrative levels along with recommendations to continue funding, provide additional funding or defund contracted programs.

Makes final evaluation of contract performance at expiration of contract. Prepares standard reports as designated by higher management.

May develop research methods and instruments. Supervises the research activities of subordinates. Carries out especially complex research projects.

May supervise one or more work units.

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

May incidentally perform tasks of a lower title in the same Occupational Group.

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ASSOCIATE CONTRACT SPECIALIST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of full-time satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, fiscal/financial management, or project management; or
2. A four year high school diploma, or its educational equivalent, and six years of full-time, satisfactory professional, technical or administrative work experience in one or more of the fields cited above; or
3. Education and/or experience equivalent to "1" or "2" above. College credits obtained from an accredited college may be substituted for experience on the basis of 30 college semester credits for one year of experience as described in "1" above. However, all candidate must have at least a four-year high school diploma or its educational equivalent and at least two years of full-time experience as described in "1" above.

Direct Lines of Promotion

From: Contract Specialist (40561)

To: Administrative Contract Specialist (M10095)