

**CITY OF GLENDALE**

**TITLE: Contract Specialist CLASS CODE: 370**  
**REPORTS TO: Materials Manager GRADE: 22**  
**DEPARTMENT: Materials Management FLSA: N**  
**In Finance**

**JOB SPECIFICATION DATE: February 4, 2004**

**JOB SUMMARY:**

Assists with the administration and management of contracts. Coordinates and purchases a wide variety of services, materials, equipment and parts used throughout the City.

**ESSENTIAL FUNCTIONS:**

1. Analyzes citywide commodity and service contracts. Coordinates and initiates renewals and term extensions with departments and vendors.
2. Coordinates and resolves issues of contract administration with departments and vendors.
3. Analyzes purchase requisitions for supplies, equipment and services; solicits offers, determines the best value, and issues purchase orders.
4. Reviews and monitors performance bonds certificates of insurance and liquidated damage provisions for contractual compliance.
5. Analyzes department and vendor inquiries on contract specifications, and purchasing processes.
6. Coordinates the return, exchange, substitution or rejection of items not meeting contract provisions.
7. Communicates with departments, contractors, suppliers, co-workers and management to develop specifications, locate competitive sources and prices for products and services.
8. Maintains records on formal purchases, and contracts.

**SECONDARY FUNCTIONS:**

9. Performs other related duties as assigned

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

Public purchasing methods and contracting procedures.  
Purchasing and contracting ordinances.  
Computer software and related applications.  
Budgeting principles and procedures.  
Supply chain management.

**Ability to:**

Operate a computer and related software.

Apply purchasing and contract laws

Communicate effectively verbally and in writing.

Establish and maintain effective working relationships with vendors, City employees and the general public.

Coordinate efforts and prioritize decisions.

**WORKING CONDITIONS:**

Office setting.

**MINIMUM QUALIFICATIONS:**

Two years of college level coursework in materials management, purchasing, business administration or related field and two years experience in professional procurement and contract administration for a governmental agency.

Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

Valid Arizona driver's license.