



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Contract Specialist	BAND/LEVEL:	TEC III
DEPARTMENT:	Parks and Recreation Services	JOB NO:	56 (3270)
DIVISION:	Parks and Recreation Administration	DATE:	03/18/2021
REPORTS TO:	Director, Parks and Recreation	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	5010
REPLACES:	PT-Administrative Clerk	LAST REVISED DATE:	N/A

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 Parks and Recreation 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 Parks and Recreation facilities. 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.

DUTIES AND RESPONSIBILITIES:

1. Executes the Parks and Recreation 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 manager with change orders, liquidated damages, contract negotiations, contract claims and project closeouts.
2. Prepares and monitors agreements with Johnson County, other municipalities and agencies. Prepares invoices to Johnson County and other agencies as required. Prepares Consultant and Vendor Agreements. Prepares construction contract documents for all types of projects and ensures engineer's estimates are prepared for each project to be bid.
3. Acts as a 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 awarded by City Council, City Manager or Director of Parks and Recreation.
5. Reviews contractor pay estimates and miscellaneous contract invoices (e.g. testing, consultant, architect, appraiser, review appraiser, ownership searches, 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.
6. Assists and trains personnel in Parks and Recreation and other departments on contract preparation, progress monitoring, payment procedures, easement recording and procurement policies.
7. Obtains tax-exempt numbers from State and forwards to appropriate contractors; and obtains updated insurance certificates from contractors, consultants, and architects for Department projects.
8. Prepares and/or reviews easement and right-of-way documents, assists Parks and Recreation 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. Recorded 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.
9. 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.
10. Analyzes requirements for complex contracts and recommends the appropriate method of procurement (sealed bids or negotiation); writes the 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.
11. Assists Parks and Recreation 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.
12. Maintains contract files (e.g. pay estimates, invoices, receipts, reports and change orders) and current standardized bid documents.

GENERAL QUALIFICATIONS

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.

EXPERIENCE:

- Five years of progressive responsibility for contract administration with experience in contract management, preferably in a municipal setting, or an equivalent level of experience.

SKILLS:

- Basic mathematical and accounting skills. (Match and advanced accounting concepts).
- Computer software operations skills related to word process, spreadsheets and databases using Google Suite and Microsoft Office Suite.
- Facilitation skills, including curriculum/agenda development, ability to help groups focus, ability to use group decision making to gain commitment, and/or ability to encourage participation.
- Good written and oral communication skills.
- Strong interpersonal relationships skills, to be able to present ideas clearly and effectively.
- Strong organizational skills with attention to detail and accuracy.
- Knowledge of construction contracting procedures.
- Knowledge of sealed bid and negotiation procedures sufficient to obtain equipment, materials, services and or completion of construction for Capital Improvement Projects (projects).
- 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.
- Ability to recognize deviations from contract specifications and provisions.
- Knowledge of computerized enterprise accounting systems.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in a hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Good listening skills.
- Ability to plan and initiate administrative procedures.
- Ability to understand and apply principles of contract law.
- Ability to organize files and retrieve data effectively.
- Ability to mentor, train and guide others.
- Ability to recognize and protect confidential information.
- Ability to comprehend City policies and procedures dealing with accounting, procurement and contractual obligations.
- Ability to understand, interpret and communicate contractual and financial terminology.



PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to operate City vehicles.
- Hand and eye coordination adequate to input and utilize computers and other office equipment.
- Ability to lift contract files and other contract documents weighing up to 25lbs.
- Physical and visual stamina to utilize computers for extended periods of time.

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.