

| | | |
|---|---|---|
| MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: December 2004 | CLASS TITLE: CONTRACT EVALUATOR/NEGOTIATOR | CODE: 66551 CHS-MONT |
| | MAJOR AGENCIES: BCC (JOB & FAMILY SERVICES - ONLY) | PAGE <u>1</u> OF <u>2</u> |

CLASS CONCEPT: Under general supervision from contract evaluator/negotiator supervisor or other higher-level supervisor, writes and develops contracts, analyzes proposed contracts, evaluates contract provisions, determines appropriateness of contract for intended purposes, determines contracts legal compliance & negotiates contract with providers of goods & services according to established procedures, policies & regulations. The Contract Evaluator is responsible for preparing various reports and records including financial statements, vouchers, bids, quotes and specifications.

| RANK | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|-------------|---|--|
| 1 | Evaluates, writes and develops contracts and other related agency documents, reviews & analyzes proposed contracts & invoices for accuracy & for adherence to applicable agency, state &/or federal statutes, regulations, rules, policies &/or procedures prior to negotiations, insures that provisions from administrative costs conform to federal guidelines, prepares correspondence for local office &/or inter-office communications regarding changes & adjustments indicated by review & evaluation, negotiates changes, approves contract & prepares legal binding contract for signature. | <u>Knowledge of</u> (1) agency, state &/or federal statutes, rules, policies, regulations &/or procedures governing contracts & negotiations associated with procurement of service programs*, (2) human resource training & development*, (3) manpower planning*, (4) accounting, (5) budgeting, (6) written communication (e.g., English composition & grammar, technical writing, business communication). (7) oral communication (e.g., speech); <u>Ability to</u> (8) define problems, collect data, establish fact & draw valid conclusions, (9) calculate fractions, decimals & percentages, (10) write instructions & specifications for contracts, (11) handle sensitive inquiries from & contacts with service providers & general public. |
| 2 | Provides technical assistance to contracted services at all stages of program to insure continuing compliance, develops & assists in development of procedures & forms for systematic review of grant proposal, reviews reports submitted on expenditures, communicates by telephone or makes on-site visits to verify compliance with contract provisions, assists grantee in maintaining fiscal control & ensuring compliance with federal accounting procedures, makes contract budget decisions & reviews, records & processes contractual invoices for payment. (Performs Related Duties As Required) | <u>Knowledge of</u> 1*, 4, 5, (12) public relations; <u>Ability to</u> 8, 9, 10, 11. (*Developed After Employment) |

| | | |
|------------------------------------|--|------------------------------------|
| UNUSUAL WORKING CONDITIONS: | MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Completion of undergraduate major core coursework in business administration with a focus on legal studies or related field. Also requires one year of experience in contract writing and negotiation. -Or three courses or eighteen months experience in business law, two courses or | TRAINING & DEVELOPMENT: |
|------------------------------------|--|------------------------------------|

| | | |
|---|---|---|
| MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: December 2004 | CLASS TITLE: CONTRACT EVALUATOR/NEGOTIATOR | CODE: 66551 CHS-MONT |
| | MAJOR AGENCIES: BCC (JOB & FAMILY SERVICES - ONLY) | PAGE <u>2</u> OF <u>2</u> |

CLASS CONCEPT:

| RANK | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|------|---|---|
| 3 | Provides technical assistance to staff members prior to, during & after contract negotiations regarding most effective means of complying with state & federal laws & regulations; prepares reports for use by staff members in maintaining fiscal control over use of funds; provides technical assistance to staff of related units regarding contract implementation, vouchering procedures & computer information analysis; provides summaries & reports of possible misuse of funds under contract arrangements to program compliance & service delivery staff for further investigation; assists in continual review of state & federal laws, regulations & policies affecting contracted services. | <u>Knowledge of</u> 1*, (13) data entry & control*; <u>Ability to</u> 8, 9, 10, (14) develop good rapport with service providers & program staff personnel. |
| 4 | Assists in development & maintenance of records control systems for contracts, reports & related supporting documentation & cooperates with other units or departments for system implementation; prepares reports for management concerning amendments, cancellations or renewals, assists in training of personnel engaged in entering contract data to computer bank & trains local offices in use & capability of current computer system; assists in preparation of financial reports. (Performs Related Duties As Required) | <u>Knowledge of</u> 1*, 12, 13*; <u>Ability to</u> 8, 9, 10, 11. (*Developed After Employment) |

| | | |
|------------------------------------|--|------------------------------------|
| UNUSUAL WORKING CONDITIONS: | MINIMUM CLASS REQUIREMENTS: (Including License, If Any) twelve months experience in accounting, one course or six months experience in written communication for business, one course or six months experience in finance, and one course or six months experience in typing, keyboarding or word processing. -Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above. | TRAINING & DEVELOPMENT: |
|------------------------------------|--|------------------------------------|