

DESCRIPTION: Under general supervision, assists the State Materiel Administrator with the management and oversight of state-wide contracts administered by the State Purchasing Bureau. Responsibilities include: identify, research, and resolve contract issues; oversee contractor performance and quality assurance programs; serve as a technical liaison between contractors and the State Materiel Administrator; provide contract management advice and training to state agencies and State Purchasing Bureau; analyze contract usage and development to ensure maximum efficiencies in purchasing activities and to assist in strategic planning; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions allocated to this classification are limited to the State Materiel Division based on the state-wide scope of contract oversight and overall assistance with strategic planning to the State Materiel Administrator.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Serve as the technical expert on contract management and acceptability of contract completed work.

Monitors, reviews, and determines contractor compliance with terms and conditions of contract specifications and inspects all work for full compliance with contract requirements. Identifies causes of contract issues and recommends corrective action.

Prepares reports and notifies the Materiel Administrator if contractor work does not comply with contract requirements or if a contractor fails to remove, correct, or replace rejected work; requests action from the Materiel Administrator when needed to modify contract terms/documentation.

Performs contract administration including change order, performance or modification actions, termination actions, and other modifications as needed. Negotiates settlements, assesses damages against contractors for non-performance, and negotiates settlements relating to termination.

Maintains effective surveillance of state contracts for compliance with quality assurance plans.

Advises state agencies, senior leadership, management, and State Purchasing Bureau staff regarding contract management and contractual rights and obligations.

Develops and implements a contract management training program for the State.

Assists with strategic planning and other work plans to achieve goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: risk assessment and enterprise-wide procurement processes; contract and contract administration laws, regulations, policies, and principles; procurement, strategic sourcing, e-procurement

business practices, enterprise contract management software, and public contracting processes; procedures to manage contracts, contractor performance, and compliance; report generation/analysis.

Skill in: interpreting, explaining, and applying contractual performance requirements, technical data, regulations, and other guidelines to performance problems; effective written and oral communication to prepare written guidance and decisions to contractors, State Purchasing Bureau personnel, and state managers.

Ability to: independently research and resolve conflicts and inform supervisor of progress and potentially controversial matters requiring supervisor's direction; resolve complex and unprecedented problems through innovative resolutions; plan and carry out contract management duties; coordinate work with others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

A Bachelor's degree with a major in any field and at least five years of related experience in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, supply chain management, organization and management or related field; OR a Master's degree and at least four years of experience in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, supply chain management, organization and management or related field; OR a Juris Doctorate and at least three years of experience in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, supply chain management, organization and management or related field.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).