

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Contract Evaluator/Negotiator
Working Title: Procurement Specialist
Division/Department: Legal Division/Contracts
Supervisor: Contract Evaluator/Negotiator Supervisor (734200)
Job Status: Full-Time, 40 Hours
FLSA Status: Non-Exempt – Non-Bargaining
PCN: Multiple
Pay Range: 22
Probationary Period: 180 Days
Classification #: 66551/C038
Revision Date: 7/2022

OBJECTIVE/PURPOSE

Reviews and analyzes proposed contracts for compliance to agency and/or government rules, regulations, and standards; negotiates contract changes, monitors contract compliance; manages procurement activities to secure agency and client services; serves as technical/information resource to FCCS staff regarding procurement and contracting; assists in planning and reporting about purchased services. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each.

ESSENTIAL DUTIES AND RESPONSIBILITIES

75% Prepares RFP and ITB solicitation documents and manages the RFP/ITB process, including compliance with statutes, rules and regulations related to procurement; prepares correspondence related to RFP/ITB's questions, amendments, and contract award; participates in negotiating contract terms and contract amendments with providers and FCCS staff; prepares contract and related documents for signature; monitors contracts for compliance with terms and conditions.

20% Assists in development and maintenance of records control systems for RFP and ITB solicitations, contracts, reports and supporting documentation; prepares contract documents and Board Actions; prepares vendor correspondence. Assists with and/or prepares schedules related to contract expirations/ renewals, prepares and maintains procurement schedules; prepares and maintains Board Action schedules related to contracts.

5% Performs other related duties as assigned.

TRAINING EXPECTATIONS

In addition to the required FCCS training mandates, the selected employee will be required to complete additional courses offered through NIGP: The Institute for Public Procurement or equivalent training authority. If the selected employee does not currently hold a certification through the Universal Public Procurement Certification Council (UPPCC) or other approved certifying body, they will be required to obtain the Certified Professional Public Buyer (CPPB) certification based on eligibility requirements through UPPCC.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Minimum Qualifications

Ability to calculate fractions, decimals & percentages and to read & write common vocabulary plus 3 courses in accounting covering budget methods and procedures (or 3mos. exp.); 1 course in written communication (or 1 mo. exp.); 100 hrs. training in oral communication (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.) or equivalent.

Preferred Qualifications

Master’s or Bachelor’s degree in Business or Public Administration and minimum two years exp. in government procurement including contract administration; knowledge of procurement statutes, rules and regulations; ability to clearly communicate verbally and in written form; advanced skills in Microsoft Office Word and Excel.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

Work Environment: Typical office environment

Signature of Agency Representative:

Charles Spinning
Executive Director

Date