

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CONTRACT COMPLIANCE SPECIALIST**

Spec No. 3175

### **BASIC FUNCTION**

To assist in the coordinating and administering of grants and contracts that supports the Construction Program for the Department of Public Works.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides information to engineers, project managers and other county staff with project management on construction projects within Design/Construction, other divisions of Public Works, and outside agencies.
2. Monitors and tracks inter-local and other governmental agreements on construction projects with Design/Construction, other Public Works Departments and outside agencies which includes preparing, interpreting, billing, invoicing, researching, reviewing and summarizing information; analyzes revenues and expenditures to fund balances.
3. Prepares, coordinates and tracks monthly billings to outside agencies by itemizing all expenditures and revenues on projects; develops spreadsheet to track related project costs.
4. Reviews and researches invoices for accuracy and compliance with regulations and limits of funding/grant contracts.
5. Supports Compliance Officers with enforcing contractor compliance with Washington State Public Works Act and prevailing wage law on construction projects.
6. Assists Compliance Officers with entering field document data on construction projects.
7. Uses spreadsheets and ledgers to prepare payments and documenting quantities/dollars on construction/consultant contracts.
8. Compiles and maintains contract records according to WSDOT Standards.
9. Coordinates the production of specialized financial reports on construction and reimbursable projects for funding purposes to maintain compliance with funding regulations and limits; answers questions and helps interpret information on financial reports related to design, construction and reimbursable activities.
10. Maintains and assists in the development of tracking systems for projects; reviews all contract related correspondence; maintains a report which provides a monthly update on the current status of all financial documents.

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### **STATEMENT OF OTHER JOB DUTIES**

11. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Graduation from a two-year vocational or college accredited course in business administration, accounting, or civil engineering; AND, two (2) years office experience in civil engineering supporting project design and/or contract administration; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid State of Washington Driver's License may be required for employment.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- accounting principles, practices and techniques related to area of assignment
- budgetary principles, practices and procedures
- billing and invoicing principles, practices and procedures
- the use of computer technology as it relates to standardized reporting concepts;
- engineering plans, specifications and estimate procedures applied to area of assignment
- production of specialized financial reports and usage of information
- engineering and construction terminology
- state and federal laws, regulations and guidelines pertaining to public works contract administration
- federal, state and local contracts and grants

Ability to:

- work independently with a minimum of supervision
- organize workload, handle multiple tasks, and prioritize duties
- work under pressure and meet deadlines
- understand and apply applicable contract and auditing requirements
- coordinate financial and contract activities
- establish effective working relationships with county staff, governmental agencies, contractors, consultants, and with the general public

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#### SUPERVISION

Employee receives general supervision from a supervisor and/or an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure accuracy.

#### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 1996 as Funding Compliance Specialist

Previous Spec No. 420396

Revised and Re-titled: November 2003

Revised: December 2011

EEO Category: 3 - Technicians

Pay Grade: 236 Classified Pay Plan

Workers Comp: 5306 Non-Hazardous