

# SNOHOMISH COUNTY JOB DESCRIPTION

## CONTRACT SPECIALIST - DIS

Spec No. 2348

### BASIC FUNCTION

To prepare DIS technology ensuring compliance with federal, state and local requirements.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Responsible for the coordination and preparation of consultant, interlocal and technology agreements, supplemental and amendments; ensures compliance with state, federal and local regulations.
2. Coordinates with the Deputy Prosecuting Attorney on final document for approval as to form; includes project summary documentation; and identifies potential areas of concern.
3. Prepares ECAFs; acts as a liaison with the Department of Finance and Risk Management during the review and approval process.
4. Coordinates, prepares and administers master agreements for technology products including software licensing and support.
5. Oversees the RFP process, reviews interview questions and criteria prior to interview, tabulates results to determine finalists.
6. Reviews vendor fee structure prior to negotiations; acts as a member of negotiating team to define contract agreements, rates, and terms and condition.
7. Provides assistance to sub-agencies, consultants, subcontractors for federal, state and local guidelines.
8. Informs consultants and appropriate officials of non-compliance with established federal, state and local guidelines.
9. Reviews incoming billing for compliance to terms and conditions of the contract and work authorization.
10. Prepares award letters for technology projects; reviews agreements for required information and appropriate signatures; secures approvals on technology agreements.
11. Prepares required reports on project status and maintains related records.

### STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

Bachelor's degree in public administration or related field and three (3) years of work experience involving contract administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities necessary to perform the work. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required. Must successfully pass background investigation, which includes fingerprinting.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- information technology terminology, standards, and contracts
- service level agreements related to software licenses and support contracts
- contract administration practices and procedures
- state and federal laws, regulations and guidelines pertaining to information technology contract administration

Ability to:

- operate personal computer and use software programs relevant to duties, communicate effectively, both orally and in writing
- develop and maintain effective working relationships with contractors, department staff and governmental agencies
- interpret and enforce procedures, rules and regulations of information technology contracts
- work independently and organize workload
- read, interpret and apply relevant federal, state and local laws, rules, regulations and guidelines
- maintain necessary records and prepare required reports

### **SUPERVISION**

The employee receives direction from a division manager and/or supervisor. Work is performed with considerable independence and is reviewed through status reports, meetings and evaluation of results obtained.

### **WORKING CONDITIONS**

Work is performed in an office environment.

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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 2012

EEO Category: 2 - Professionals

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous