

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **CONTRACT SPECIALIST SENIOR - PUBLIC WORKS**

Spec No. 2352

#### **BASIC FUNCTION**

Serve as a lead role for the Public Works Contract Administration group. To develop, prepare, negotiate, administer, and manage consultant, inter-local and construction agreements for the Public Works Department, ensuring compliance with federal, state and local requirements. Coordinates and manages special projects, as assigned.

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

1. Serves as a lead and technical resource to the Contract Administration group. Schedules, assigns, and leads the work of subordinate employees under the direction of a Supervisor. Advises, assists and trains subordinates as necessary; participates in the selection of new employees and reviews completed work assignments.
2. Develops, negotiates, coordinates, prepares, administers and manages consultant, interlocal and construction agreements, supplements and amendments; includes negotiating requirements and conditions of other jurisdictions; ensures compliance with federal, state and local laws and regulations.
3. Leads competitive selection, bidding, and negotiation processes for consultant and construction agreements; coordinates with the Purchasing Department and County staff to develop effective Request for Proposals/Request for Qualifications (RFP's/RFQ's) and Call for Bids; ensures compliance with federal, state and local laws and regulations.
4. Researches legislation, state and federal laws, and county code to confirm specific requirements and cite basis information applicable to departmental grants and contracts; secures interpretations, and implements changes; develops and updates procedures to conform to changes in laws and funding agency requirements; communicates changes and trains departmental staff.
5. Leads the planning, implementation and evaluation of department wide special projects, as assigned. Assumes lead responsibility and provides coordination among divisions and external entities assuring work complies with applicable laws, regulations, ordinances and grant requirements.
6. Coordinates with the Deputy Prosecuting Attorney and County Risk Manager on final document for approval as to form; includes project summary documentation; and identifies potential areas of concern.
7. Prepares Executive/Council Approval Forms (ECAFs); acts as a liaison with the Executive Office, Council, Department of Finance and Risk Management, during the review and approval process.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Coordinates, prepares, and administers agreements for consultant and on-call consultants; assists in the formation of selection teams ensuring a fair and equitable forum; works with teams to determine consultant selection criteria; reviews RFP/RFQs.
9. Oversees but does not participate in the shortlisting and interview process for each consultant; reviews interview questions and criteria prior to interview, tabulates results to determine finalists.
10. Reviews consultant fee structure prior to negotiation, acts as lead member of negotiating team to define agreement rates, salaries, COLAs, and indirect costs.
11. Provides technical contract assistance to sub-agencies, consultants and sub-consultants, contractors and sub-contractors for federal, state and local guidelines. Informs consultants, contractors and appropriate officials of non-compliance with established federal, state and local guidelines.
12. Oversees the administration of consultant contracts including project definition, consultant selection, contract negotiations, and monitoring and evaluating performance. Monitors and ensures compliance with federal, state and local laws and regulations.
13. Oversees the preparation and maintenance of project compliance files, coordinates with auditing agencies to ensure continued compliance, and represents the department during audits.

STATEMENT OF OTHER DUTIES

14. May perform all the duties of subordinate level employees.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public administration or related field; AND five (5) years of work experience developing, negotiating and administering consultant, construction and inter-local agreements; 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.

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**KNOWLEDGE AND ABILITIES**

Knowledge of:

- Federal, State and County laws and policies and procedures pertaining to Public Works contract administration and labor laws
- Washington State Department of Transportation Local Agency Guidelines
- Title VI of the Civil Rights Act of 1964
- engineering and construction terminology
- accounting principles and practices
- principles of negotiation
- contract administration practices and procedures
- computer technology and proficiency in Microsoft Office software including Outlook, Excel, Word and other software programs relevant to duties

Ability to:

- lead, train, oversee and review the work of subordinate employees
- interpret and apply federal, state and local laws, rules, regulations and policies and procedures governing assigned duties
- plan and organize the work of professional, technical and clerical staff
- organize and manage projects
- assess, develop and maintain effective working relationships with consultants, contractors, County staff and governmental agencies
- maintain necessary records and prepare required reports
- work independently and organize workload, with a minimum level of supervision

**SUPERVISION**

The employee receives direction from a section supervisor/manager. Work is performed with considerable independence and is reviewed through status reports, meetings and evaluation of results obtained. A high degree of independent judgment and action is exercised in formulating department policy through policies, procedures, codes and standards.

**WORKING CONDITIONS**

Work is performed in an office environment, but requires field visits to audit consultant files. Meetings or project requirements may involve working evenings, weekends, or holidays as necessary.

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

[EEO policy and ADA notice](#)

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Class Established: August 2012

Revised: September 2018

EEO Category: 2 Professionals

Pay Grade: 243 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous