
	JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: PROCUREMENT CONTRACT SPECIALIST		EFFECTIVE DATE: October 2017
PAY GRADE : N	TOTAL HAY EVALUATION POINTS: 406	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT
FLSA CATEGORY: [X] Exempt [] Non-Exempt		EEO CATEGORY: TECHNICIAN
REPORTS TO: Procurement Contract Supervisor		APPROVED BY: 

NATURE OF WORK:

Designs, plans, and implements complex contracting and procurement projects under minimal direction. Directs the design, planning, and implementation of complex organization-wide contracting and procurement projects. Develops and recommends policy decisions related to contracting and procurement matters.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Responds to contracting and procurement questions and provides information/data to management, staff, outside agencies and the public.

Directs the contract administration and monitoring activities for procurement projects, services, and equipment management, coordinating vendor site visits, delivery of project milestones, and compliance with stated contract terms and conditions with minimal direction.

Reviews and approves staff work related to contracting and procurement projects and assignments.

Develops and recommends policy decisions related to contracting and procurement matters.

Provides direct support and technical contracting and procurement assistance through consultation with the staff attorney.

Develops, reviews, approves, and monitors contract budgets.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of principles and techniques of acquisition planning, development, and implementation.

Knowledge of contract administration and termination techniques.

Knowledge of price/cost analysis techniques.

Knowledge of contract types, methods, and techniques including cost and incentive contracting, award fee, cost-sharing arrangements, processing of solicited proposals, and multiple awards.

Knowledge of contract negotiation techniques.

Knowledge of laws, regulations, and rules associated with contract development, administration, and termination.

Knowledge of the operation of personal computers and the use of specified computer applications, such as word processing and spread sheets.

Principles and techniques of preparing a variety of oral presentations.

Principles and techniques of preparing a variety of written material.

Ability to plan, organize, supervise, review, and evaluate the work of others.

Ability to use initiative and independent judgment within general policy guidelines.

Ability to organize, prioritize, and coordinate multiple work activities and meet critical deadlines.

Ability to develop and implement goals, objectives, policies, procedures, and work standards.

Ability to develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.

Ability to supervise and direct work associated with complex contracting and procurement assignments and projects.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

Graduation with a Bachelor's degree from a recognized college or university with major course work in business administration or a closely related field and two (2) years of professional procurement and contracting experience which includes the drafting of contracts and solicitation of documents.

REQUIRED QUALIFICATIONS /LICENSES/CERTIFICATES:

Certification of Enrichment (Modules 1-4) from G.C.C.