

CLASS TITLE: Contract Review Specialist I

CHARACTERISTICS OF THE CLASS: Under supervision, reviews contracts and related documents for accuracy, completeness and compliance issues; and performs related duties as required.

EXAMPLES OF DUTIES: Reviews contracts, requests for proposals and subcontracts for accuracy, correctness, adherence to specifications and various regulations, language and terms and other contract data; examines contracts for inaccuracies in wording and other areas and recommends changes or solutions to supervisor; reviews administrative close-outs to verify adherence to established procedures and guidelines; assists in annual contract renewal process by preparing and processing requisitions; reviews and analyzes various program reports and documents; attends periodic meetings related to contract review activities; may prepare and process vendor invoices and payments; may place orders for materials and supplies and monitor inventory levels; prepares contract status and progress reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. One year of experience in reviewing contract documents for the procurement of materials, supplies or services, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of contract review practices and procedures. Good knowledge of contract regulations and guidelines. Some knowledge of procurement methods and procedures used by the City.

Ability to review and interpret contracts and related documents. Ability to prepare contract related reports.

Working skill in the application of contract review practices and procedures. Working skill in analyzing and evaluating contract compliance issues. Good oral and written communication skills.