

CLASS TITLE: Contract Development Specialist

CHARACTERISTICS OF THE CLASS: Under supervision, the class coordinates the review of contract documents and budget proposals submitted by delegate agencies to ensure the proper submission and packaging of documents in compliance with grant requirements; and performs related duties as required.

ESSENTIAL DUTIES: Reviews submitted contracts, budgets and support documents to ensure documents are complete and that delegate agencies comply with funding source requirements; provides technical assistance to delegate agencies, explaining funding regulations, departmental criteria and requirements for preparing and submitting complete contract and budget documents; reviews contract documents, ensuring legal boilerplate documents, economic disclosure statements and affidavits are provided and complete; proof reads contract documents for accuracy prior to the awarding and final packaging of contract; assembles and processes contract documents for final review; tracks contracts through the approval process, ensuring sign off by appropriate city departments; verifies funds are encumbered for contracts awarded to delegate agencies; maintains filed of executed contracts and support documents; responds to inquiries regarding the status of contracts and the contract development process; prepares reports on work activities.

RELATED DUTIES: Provides assistance to delegate agencies in developing and preparing proposals to obtain program funding.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Knowledge of contract development, packaging and processing procedures. Knowledge of funding regulations and departmental criteria for the awarding of contracts to delegate agencies. Some knowledge of the application process for obtaining federal and state grants.

Ability to review contract documents for compliance with grant submission guidelines and requirements. Ability to provide technical assistance on preparing and completing contract documents to delegate agencies. Ability to coordinate the packaging, review and processing of contract documents.

Code: 3810
Health and Welfare Service
Medical and Social Service Group
Human Service Series

CLASS TITLE: **Contract Development Specialist** (Cont'd)

Good organizational skills. Good oral and written communication skills. Some skill in interpreting funding requirements for the preparation and completion contract documents.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

September, 2006
City of Chicago
Department of Personnel