

Position Description

**Contract Specialist**

Position Number 015112

Summary: This position is responsible for coordinating the development of architect, engineering and construction contracts for DFD to ensure the Division's project delivery mission is carried out. These duties require effective communication skills and the ability to work with the public. This position requires the ability to work as part of a team and with the Division's internal and external customers. It is expected the employee will cultivate a respectful, cooperative relationship with all members of our division, as well as, the general public. This position may function as the DFD receptionist. The position works under close supervision, progressing to limited supervision.

**TIME GOALS AND WORKER ACTIVITIES/OBJECTIVES**

- 35% A. ADMINISTER THE PREPARATION AND PROCESSING OF CONSTRUCTION CONTRACTS.**
- A1.** Prepare construction contracts in strict accordance with Wis. State Stats. 16.855 and electronically through WisBuild.
  - A2.** Process and ensure that information from the contractors bid form and specification manual is properly used in the processing of the contract. Determine bonding requirements and ensure appropriate form is used.
  - A3.** Process contract submittal documentation and track progress in WisBuild, following up on any delayed submittals to assure contracts are issued to meet deadlines as required.
  - A4.** Prepare construction contracts and transmittal letter for the Governor, detailing bid results, Building Commission actions, and are free of grammatical errors.
  - A5.** Obtain necessary Division authorizations and signatures for the contract. If contract is not awarded to the low bidder, ensure appropriate information based on statutory authority or administrative codes is followed. Work with Section Chief on all bid irregularities or errors, as directed.
  - A6.** Collect and audit all contract supporting documentation for correctness and completeness before obtaining signatures. Process all contract documents for proper signatures before Division Administrator signs contracts and Performance and Payment Bonds.
  - A7.** Check that established start and completion dates are indicated.
  - A8.** Issue Notice to Proceed letters directly to contractors and ensure that appropriate distribution is made and entered into WisBuild.
  - A9.** Assist and answer inquiries requested by contractors or state agencies on status of contract and associated documentation required along with any information on problems or delays.
- 20% B. ADMINISTER THE PREPARATION AND PROCESSING OF PROFESSIONAL ARCHITECT/ENGINEER (A/E) CONTRACTS.**
- B1.** Develop contract from the contract request form and ensure that information is correctly used in processing the contract.

- B2.** Assist and ensure that contract and transmittal letter for the Governor's signature (for contracts in excess of \$150,000.00) include detailing Selection Committee action, Building Commission action and contract scope are properly processed and are free of grammatical errors.
  - B3.** Prepare and review all documentation and assure readiness for Division Administrator signature.
  - B4.** Obtain that necessary Division authorizations and signatures for the contract and contract is complete prior to delivery to Governor's office for approval.
  - B5.** Work with Section Chief and Enterprise Contract Officer to ensure that transmittal letters to A/E's outline general or specific instructions.
  - B6.** Develop contract award letters, make appropriate copies, and enter into WisBuild.
  - B7.** Maintain a tracking log for the status of contracts being processed.
  - B8.** Assist and answer inquiries requested by A/Es or state agencies on status of contract and associated documentation required along with any information on problems or delays.
- 20%** **C. PROVIDE ASSISTANCE WITH THE BIDDING DUTIES AND PROGRAM SUPPORT FOR THE DIVISION**
- C1.** Post bid advertisements to the Division's webpage.
  - C2.** Address WisBuild help desk tickets related to bid advertising.
  - C3.** Post addendums to project's Bid advertisements within appropriate time frame.
  - C4.** Assist in preparation and review of all bid tabs for accuracy on project name, number and bid dates as well as form layout for ease of entering amounts and clarity. Distribute bid tabs to off-site bidding offices.
  - C5.** Serve as backup to coordinate and conduct bid openings as the Division's Bid Officer or as assigned bid recorder when request. When requested to assist, conduct all bid openings in strict accordance with Adm. 21.
  - C6.** Assist with the receipt of sealed bids for architecture/engineering and construction projects. Review envelope for required identification information, affix time and date stamp. Assemble documents for ease in review.
  - C7.** Notify Section Chief immediately of any bid errors or irregularities. Carry out next steps as directed by Section Chief.
  - C8.** Work independently to complete assigned WisBuild help desk tickets. Discuss concerns with project managers and resolve issues in a timely fashion.
  - C9.** Post and file project related documents to WisBuild and the electronic project folders.
- 10%** **D. SERVE AS THE BACKUP RECEPTIONIST FOR THE DIVISION OF FACILITIES DEVELOPMENT**
- D1.** Greet visitors and direct meeting attendees to their meeting locations. Receive incoming calls from the public and provide general information or transfer calls to appropriate staff members. Assist the security desk when assistance is requested.
  - D2.** Receive incoming mail and parcel service deliveries. Validate that the mail has proper employee's name and distribute to them. Assemble outgoing mail and prepare mailroom requisition. Receive incoming fax documents and route appropriately.
  - D3.** Prepare shipping labels for UPS, Speedee Delivery Service and others. Contact the vendors to shipping arrangements.
  - D4.** Inventory and order office supplies using WisBuy online ordering system. Maintain inventory of Division's office supplies and restock as necessary. Ship supplies to outlying field staff. Research state contracted suppliers to find the most economical source for the desired item.

- D5.** Assign UW parking permits and building access cards to Division employees. Maintain related logs.
- D6.** Provide support to the division staff in the operation of office equipment. Respond to requests for removing jams and operating procedures. When needed call the service companies.
- 10% E. ADMINISTER THE AFFIRMATIVE ACTION CONTRACT COMPLIANCE PROGRAM FOR ARCHITECTS/ENGINEERS AND CONSTRUCTION CONTRACTS.**
- E1.** Serve as the central source of technical assistance and advise the vendors regarding the Affirmative Action contract compliance program.
- E2.** Analyze contract compliance information submitted by vendors for compliance with Wis Stats 16.765 and Adm. 50 and make appropriate determination. Prepare the appropriate correspondence to Architects/Engineers and Contractors.
- E3.** Assist with maintaining system for monitoring contract compliance information required of vendors.
- E4.** Review exemption forms for completion and correctness.
- 5% F. OTHER DUTIES AS ASSIGNED**

#### **Knowledge, Skills and Abilities**

- Ability to plan, organize, prioritize and implement workload
- Strong computer skills, including proficiency in the Microsoft Office Suite including Microsoft Outlook and use of Internet search functions
- Strong conflict and interpersonal, oral and written communication skills
- Knowledge of general office practices and procedures and the ability to implement them
- Customer service skills
- Ability to work as part of a team
- Strong attention to detail and ability to follow issues through to completion
- Ability to work within a database
- Knowledge of procurement and contract practices
- Knowledge of general contracting and budgeting procedures and principals
- Knowledge of traditional RFP and simplified bidding processes and procedures
- Knowledge of financial management systems and applicable mathematical skills