

Position Description

Contract Specialist

Position Number 007998

Summary: This position provides contract and administrative support to the State Building Program. This position will administer the preparation and processing of construction contracts for DFD. In addition, this position will provide financial support and administrative support to the Division. These duties require effective communication skills, the ability to work as part of a team, and work well with the public, and with the Division's internal and external customers. 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. Confirm that all necessary Division signatures and documentation are included with complete package prior to sending to Governor's office for signature.
 - A8. Check that established start and completion dates are indicated.
 - A9. Issue Notice to Proceed letters directly to contractors and ensure that appropriate distribution is made and entered into WisBuild.
 - A10. 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.
- 25% B. PROVIDE RECEPTIONIST DUTIES FOR THE DIVISION OF FACILITIES DEVELOPMENT.**
- B1. 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.
- B2. 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.
 - B3. Prepare shipping labels for UPS, Speedee Delivery Service and others. Contact the vendors for shipping arrangements.
 - B4. 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.
 - B5. 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.
 - B6. Assign UW parking permits and building access cards to Division employees. Maintain related logs.
 - B7. 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.

20% C. PROVIDE FINANCIAL SUPPORT SERVICES TO THE DIVISION

- C1. Prepare purchase orders and blanket orders from source documentation. Request a W-9 form from the vendor if they are not already in Department Accounting System (STAR) vendor file. Submit to Division of Administrative Services for inclusion in daily electronic job.
- C2. Enter invoices into STAR. Route for proper approvals. Submit documentation to the Division of Administrative Services for payment.
- C3. Prepare Notice to Vendor of Good Faith Dispute or Improper Invoice when necessary within 10 days of receipt of invoices. Follow up on documentation to assist in securing payment. Finalize and submit for payment upon successful resolution.
- C4. Renew subscriptions and memberships for Division staff. Determine if costs are within the operating budget limits.
- C5. Audit the monthly General Services Billing for errors and seek appropriate approvals from supervisor. Discuss errors with appropriate divisions to rectify any outstanding issues.
- C6. Audit the monthly Large Format Printing invoice. Review for accuracy and determine if costs are appropriate. Set up direct charge coversheets for project managers and distribute accordingly. Assist in the annual review of costs and services for renewal discussions.
- C7. Act as the division liaison for the procurement and replacement copier/printers for the division. These are the multi-function devices located in the kitchenette area of the floor, as well as ones that are used by field staff and contract administration staff.

15% D. PROVIDE STATE OF WISCONSIN BUILDING PROGRAM SUPPORT

- D1. Work independently to complete assigned WisBuild help desk tickets. Discuss concerns with project managers and resolve issues in a timely fashion.
- D2. Create bid tab documents and distribute to the project managers and off-site bid opening team members weekly.
- D3. Act as a back-up recorder for bid openings as requested.
- D4. Assist Bureau of Architecture and Engineering staff with cell phone requests and supply needs.
- D5. Monitor the usage and supply levels for the plotter equipment. Report to the contract holder the monthly usage totals for equipment.

- D6. Cultivate a respectful, cooperative relationship with all members of our division, as well as, the general public.

5% E. 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

Special Requirements:

- Ability to frequently lift and carry up to 20 lbs.
- Ability to frequently push/pull a cart weighing up to 50 lbs.
- Ability to frequently stoop, kneel, or bend in order to perform filing duties.