

**CLASS TITLE:                    CONTRACTS SPECIALIST I (DOT)**

**Class Code: 02777400**  
**Pay Grade: 23A**  
**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, at the beginning level, to perform routine tasks associated with procurement and contracting activities on professional services and construction type transportation projects; to assist in the assembly and production of contracts and procurement documentation; to assist in the coordination of proposals and contracts and other purchasing agreements; to assist in the qualification of highway and bridge contractors; to provide administrative support services; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the guidance of a superior with some latitude for the exercise of initiative and judgment; work is reviewed for in process and upon completion for format, content, results and conformance to rules, regulations, and policy, as well as, for soundness of judgment and interpretation.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Transportation, at the beginning level, to perform routine tasks associated with procurement and contracting activities on professional services and construction type transportation projects; to assist in the assembly and production of contracts and procurement documentation; to assist in the coordination of proposals and contracts and other purchasing agreements; to assist in the qualification of highway and bridge contractors; to provide administrative support services.

To assist in the administration of invitations for bid, requests for proposals, and other competitive quality-based solicitations relative to the department.

To review bid responsiveness to specified requirements, compliance with the Rhode Island Department of Transportation (RIDOT) standard specifications and general capability and capacity of bidders.

To maintain a clear audit trail of all bid, contract, and vendor determinations, and to develop contract documents which provide for a clear audit.

To work closely with representatives of State Purchasing in all aspects of procurement and contracting services within the purview of the RIDOT.

To assist division officials in the enforcement of contractual obligations.

To provide complete information and advise users as to how to obtain copies of relevant materials and/or provide referrals for other types of assistance.

To assist in the development of quality-based solicitations and to provide support, coordination and documentation of negotiations.

To advise users and vendors with respect to the registration requirement, addendum importing, and preparation of bids using the Department's Electronic Bidding Software.

To utilize a computer initiate bid advertising request, monitor status and bid activities on the department's website; to assist in the coordination and dissemination of vendor qualification information to the respective divisions providing the necessary review.

To create and download reports and all related work as required by the purchasing system and to print documents and reports as required.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and methods used in the assembly and production of contracts and standard specifications utilized in the acquisition of services; a working knowledge of standard analytical, statistical, and research principles, and the ability to apply analytical techniques to interpretation and evaluation of a broad spectrum of data; a basic knowledge of the federal requirements associated with the procurement and administration of transportation projects; the ability to prepare effective oral and written reports and presentations; and the ability to establish and maintain effective working relationships with users and vendors; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing, preferably with a specialization in accounting, business administration or public administration; and

Experience: Such as may have been gained through: employment in a governmental agency or private industry in a capacity which will demonstrate familiarity with the principles of procurement.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 1, 2012