

CLASS TITLE: SUPERVISING CONTRACTS SPECIALIST (DOT)

Class Code: 02777600

Pay Grade: 31A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, Office of Contract Administration , to plan, direct and coordinate the activities of either the professional services or construction services staff; in the absence of the section administrator to assign and oversee all tasks associated with the procurement and contracting functions on professional and construction services type transportation projects; to be individually responsible for the development and production of contracts and procurement documentation; to oversee and participate in the analysis of proposals, contracts and other purchase agreements; to supervise the qualification of highway and bridge contractors; to provide administrative and technical support services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the exercise of independent initiative, judgment and determination; work is reviewed periodically for format and content, results and conformance to rules, regulations, and policy, and for soundness of judgment and interpretation.

SUPERVISION EXERCISED: Plans, directs, supervises and reviews the work of technical and clerical staff engaged in procurement and contracting activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, Office of Contract Administration , to plan, direct and coordinate the activities of either the professional services or construction services staff; in the absence of the section administrator to assign and oversee all tasks associated with the procurement and contracting functions on professional and construction services type transportation projects; to be individually responsible for the development and production of contracts and procurement documentation; to oversee and participate in the analysis of proposals, contracts and other purchase agreements; to supervise the qualification of highway and bridge contractors; to provide administrative and technical support services.

To monitor the activities of professional contracts and specifications staff and prioritize work assignments and schedules based upon projected and deliverable timeframes.

To develop and administer 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, and on this basis to assist in identifying and recommending the lowest responsive price offer for the request.

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, and to make recommendation with respect to disposition of complaints and vendor disciplinary action.

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 divisions in developing the documentation necessary for successful purchases and to educate users as to the options available for various types of purchases.

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

To assist in personnel administration and labor relations' activities, as required.

To work with division officials onsite to increase effective communication and to provide user-specific problem solving assistance.

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 be responsible for providing training and instruction to staff engaged in procurement and contracting services within the purview of the RIDOT.

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 thorough knowledge of the federal requirements associated with the procurement and administration of transportation projects; a thorough knowledge of the principles and methods used in the development and production of contracts and standard specifications utilized in the acquisition of services; thorough knowledge of state procurement regulations; a thorough 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; the ability to plan, supervise, direct, and review the work of a professional, technical, and clerical staff; the ability to analyze and evaluate proposed procurement actions for conformance to policy and procedure; the ability to analyze bid responses for technical merit and responsiveness; the ability to maintain a clear audit trail for all actions; the ability to prepare effective oral and written reports and presentations; the ability to instruct less experienced personnel in procedure and policy; 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: considerable employment in a professional capacity involving the performance of complex tasks associated with procurement and contracting activities and involving the training and directing of subordinate procurement and/or contracting/construction services personnel for a governmental agency or private industry.

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

Class Created: July 1, 2012