



Josephine Agnello-Veley
Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450
TELEPHONE (203) 630-4037
FAX (203) 630-5882

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Contract Specialist - Purchasing

Full Time, 40 hours

This is a specialized Purchasing position requiring strict attention to detail in preparing complex bids and contracts. Work involves responsibility for preparing complex construction bid documents for the purchasing Department. Duties include typing of bids, ensuring that all Federal, State and local regulations have been followed, analyze bid data, and prepare contracts for signature by the successful bidder and the City. Responsible for ordering supplies, invoicing departments and balancing accounts. This position requires strict attention to detail and extensive record keeping.

Qualifications:

An Associate's degree in business or high school diploma or equivalent plus six years of progressively responsible clerical experience and at least two years' experience in contract administration and construction.

Salary \$27.35 per hour.

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to humanresources@meridenct.gov. Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

Open until filled

E.O.E.

Contract Specialist

General Description

This is a specialized Purchasing position requiring strict attention to detail in preparing complex bids and contracts.

Work involves responsibility for preparing complex construction bid documents for the purchasing Department. Duties include typing of bids, ensuring that all Federal, State and local regulations have been followed, analyze bid data, and prepare contracts for signature by the successful bidder and the City. Responsible for ordering supplies, invoicing departments and balancing accounts. This position requires strict attention to detail and extensive record keeping.

Supervision Received

Works under the general supervision of the Purchasing Officer.

Examples of Duties

Composes routine and specialized correspondence and bid documents from copy, rough draft or own compiled information.

Maintains a log regarding vendor submittals including the handling of checks and bonds.

Checks bid bonds to ensure that they are acceptable.

Creates proposal pages to be included in bid documents.

Prepares contracts for contractors and the City to sign. Know which type of contract to use. (ex. AIA, EJCDC)

Reviews and maintains prevailing wage requirements. Maintains certified payroll files.

Answers telephone and direct callers, take messages and answers procedural questions.

Schedules meetings for the Purchasing Officer.

Process forms and documents within generally established procedures.

Checks for adherence to requirements and accepted administrative practice.

Contract Specialist (continued)

Examples of Duties

Prepares material for meetings and legal requirements.

Process change orders for construction projects.

Review changes to ensure that they are acceptable and have appropriate signatures.

Composes routine and specialized correspondence and documents form notes, verbal instruction or standard text.

Performs related work as required.

Knowledge, Skills, and Abilities

Considerable knowledge of general office procedures.

Considerable knowledge of operations of standard office machines.

Considerable knowledge of business English.

Familiarity with accepted business practices.

Skill in typing at the net rate of 59 wpm.

Considerable ability in oral communication and written skills.

Considerable ability to follow oral and written instruction.

Considerable ability to perform administrative procedures.

Knowledge of accepted Purchasing principals and practices.

Considerable ability to establish and maintain effective working relationships with co-workers, contractors, architects, bonding companies, other city departments and the general public.

Must be able to work independently and with only general direction.

Must have construction and contract experience.

Contract Specialist (continued)

Qualifications

An Associate's degree in business or high school diploma or equivalent plus six years of progressively responsible clerical experience and at least two years' experience in contract administration and construction.