

**A RESOLUTION OF THE NEWTON COUNTY BOARD  
OF COMMISSIONERS APPROVING AMENDMENT OF THE NEWTON COUNTY  
CLASSIFICATION PLAN TO ESTABLISH A NEW  
CLASSIFICATION TITLE CONTRACT SPECIALIST**

**WHEREAS**, the Newton County Board of Commissioners voted to authorize the creation of a Contract Specialist position within the Finance Department; and

**WHEREAS**, Contract Specialist is a new Classification Title within the Newton County Classification Plan; and

**WHEREAS**, the Human Resources Director is responsible for recommending new classes of positions to be established as necessary for the maintenance of the Position Classification Plan and has performed a Job Analysis in accordance with Par. 6.104 of the Newton County At Will Employee Personnel Policy to develop a new Job Description for the Contract Specialist Classification Title; and

**WHEREAS**, the Human Resources Director, in accordance with Par. 6.105 of the Newton County At Will Employee Personnel Policy, has prepared a Job Description containing a summary of the essential job functions, qualifications and other duties of the Classification Title, Contract Specialist, and such Job Description is attached hereto as "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED**, the Job Description for the Classification Title Contract Specialist (attached as Exhibit "A") is approved by the Board of Commissioners and the Newton County Classification Plan shall be immediately updated by the Human Resources Director to reflect the new Job Description assigned to the Classification Title Contract Specialist.

So resolved this 5th day of January 2016.

**NEWTON COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
William K. Ellis, Chairman

Attest:

  
\_\_\_\_\_  
Jackie B. Smith, County Clerk

# EXHIBIT A

## NEWTON COUNTY GOVERNMENT CLASS SPECIFICATION

<b>CLASS TITLE:</b>	<b>CONTRACT SPECIALIST</b>	<b>CLASS CODE: 176</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>DATE: 12112015</b>
<b>DIVISION:</b>	<b>PURCHASING</b>	<b>GRADE: 123</b>
<b>REPORTS TO:</b>	<b>FINANCE DIRECTOR</b>	

### **JOB SUMMARY:**

This position is responsible for preparing, examining, analyzing, negotiating, revising and maintaining all county contracts that involve the purchase or sale of goods or services such as equipment, materials, supplies, professional services, or product.

### **ESSENTIAL JOB FUNCTIONS:**

Coordinates with County departments/offices to ensure timely and accurate contract preparation and problem resolution. Negotiate terms and conditions, practices and techniques including cost reduction techniques.

Monitors the County's procurement processes to ensure equal access for all qualified participants.

Reviews proposed contracts prepared by County offices/departments and provide feedback regarding contract provisions, terms and conditions, etc.

Verifies the background and credentials of companies that are under consideration and other contract documents.

Monitors records for contracts whether with being paid against a purchase order or not to ensure that no contract is in excess of the allotted monthly limit or the agreed contract amount.

Monitors vendor compliance with contractual obligations.

Maintain a detailed list of County contracts with all pertinent information such as description, original contract date, renewal periods, insurance compliance with expiration, current business license detailing cost per year.

Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.  
Investigates vendor complaints, reports findings and makes recommendation to resolve complaints.

Evaluates and reviews bidder's application and certification documents.

Ensures compliance with Newton County, State of Georgia and Federal resolutions, ordinances, laws and/or guidelines, contracting principles and cost containment methods and practices.

May administer multi-department/office contracts to assure full contractor compliance.

Maintain a detailed list of contracts concerning all County properties (owned or rented).

Notifies appropriate department(s) of contract expiration in a timely matter to avoid any lapse and to re-bid the contract in a timely manner.

Participate or negotiate contracts regarding County Healthcare, General Liability and Property Liability Insurance, etc.

Assists with contract termination procedures.

Provide assistance to the Purchasing Coordinator in the preparation of Requests for Bids/Proposals, bids for capital projects, SPLOST projects and other projects; participates in pre-bid conferences; performs reference checks; participates in evaluation process; maintains bid board for opening dates, pre-bid conferences; reserves bid opening locations; issuing purchase orders.

Employees in this classification may be expected to perform any related duties as required by proper authority.

Works closely with Purchasing Coordinator and may perform the duties of the Purchasing Coordinator in his/her absence.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED:**

High School Diploma or GED; and

Associate Degree or a minimum of two years of college course work or vocational training in business administration, accounting, or other related field; and,

Three to Five years of progressively responsible experience in contract administration and procurement, purchasing, customer service, or other related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Purchasing laws, rules and regulations.

Ability to interpret contract requirements.

Practices and procedures used in governmental purchasing.

Record keeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentage and decimals.

Basic budgetary principles and practices.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Computer applications related to the work.

Ability to review and interpret insurance policies or certificates of insurance

**LICENSES AND CERTIFICATIONS:**

CPPB, Certified Professional Public Buyer, preferred or ability to obtain within two (2) year of hire dated

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment including standard office equipment, a computer terminal, and a printer. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, bending, stooping, standing, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of legal and administrative documents and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare legal motions and briefs, memorandums, legal opinions, ordinances, resolutions, deeds, contracts, audit letters, policy proposals, legal advertisements, and other documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including legal, accounting, and real estate terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize and determine percentages and decimals; and to perform special computations such as discount, interest, and proportion.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using computers and office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as computers and office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.