CONTRACT SPECIALIST

SUMMARY

Under general instructions from the Director of Procurement & Contracts, or her/his designee, the Contract Specialist (CS) performs developmental and/or recurring assignments as part of the Authority’s centralized procurement department. The CS procures supplies or services primarily through formal advertising, or through limited use of negotiation techniques. Negotiated transactions are usually developmental assignments designed to increase the employee's skill and knowledge. Requirements involve standardized specifications and established markets. Typical examples include equipment, materials, supplies or services in support of maintenance, repair and operations functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position.

- Management of contracts involving construction, preventive maintenance, architectural design and interior design work.
- Reviews requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents.
- Selects clauses to cover special conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs.
- Contacts technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items.
- Administer the solicitation process (RFP/IFB/RFQ) of goods and services in order to ensure compliance with NHA procurement policies. Considers financial responsibility of suppliers by evaluating contract performance on previous contracts.
- Evaluates bids or proposals for compliance with specifications or purchase descriptions and applicable clauses.
- Considers financial responsibility of suppliers by evaluating contract performance on previous contracts.
- Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules.
- Performs other assignments of similar difficulty that have been selected to develop advanced skills, (e.g., administering the negotiated and formally advertised contracts assigned; monitors progress of contractors; prepares change orders; participates with senior staff persons in the procurement of technical requirements using the formal advertised method).
- Audits supplier invoices against contract terms and conditions to ensure proper billing and the inclusion or appropriate supporting documentation.
- Ensures receipt of goods or services and three-way match (i.e., purchase order, delivery receipt, and invoice).
- Prepares payment transmittal for payment processing; investigates and resolves delivery or invoicing disputes; and documents contract files in accordance with prescribed methods. Develop sourcing strategies for respective business groups to support NHA strategies and business needs.
- Provide customer support to NHA staff concerning purchasing forms, procedures and problems.
- Review purchase requests; obtain quotes and process purchase orders.
HOUSING AUTHORITY OF THE CITY OF NEWARK
JOB DESCRIPTION

- Perform Internet searches for vendors, contracts, and approved cooperative agreements.
- Stay abreast of purchasing trends, innovations in government procurement contracting, and public housing issues and policies.
- Performs other duties and responsibilities as assigned.

EDUCATION AND/OR EXPERIENCE

- Bachelor’s degree in public administration, business administration, supply chain/procurement or a closely related field and two (2) years’ previous experience performing general business functions; or an Associate’s degree and five (5) years’ experience performing general business functions;
- Ability to follow established guidelines including procurement regulations, procedural manuals, and established contracting procedures and precedents; use judgment in selecting among authorized contracting methods and techniques, and in the application of regulations and procedures;
- Ability to analyze price, cost and utilization data; recognize trends; interpret and produce spreadsheets, charts and graphs;
- Proficiency in the use of MS Office suite.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Possess at hire or obtains and maintains certification as a Registered Pubic Purchasing Buyer (Rutgers Center for Governmental Studies), or Certified Public Procurement Buyer (Universal Public Procurement Certifying Council), or similar certification within three (3) years of date of hire.

APPLICATION PROCEDURE:

All persons interested in this position are requested to contact Human Resources, 500 Broad Street, 5th Floor, Newark, New Jersey 07102 or E-mail: jobs@newarkha.org for a posting application.