



JOB TITLE: Contract Specialist

BASIC FUNCTION:

The Contract Specialist, under the guidance of Ramsey Washington Recycling & Energy's (R&E) Contract Manager, is responsible for assisting in contracting and procurement with direct purchases and competitive solicitations related to a wide variety of supplies, equipment, materials, labor services, and professional and client services in accordance with federal regulations, state statutes, and R&E policies. This will include activities such as creating metrics and reports; contractor onboarding and management; program administration; standards and specifications for procurement; contract and supply chain tracking; and related duties as assigned.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Comply with and communicate procurement federal regulations, state statutes, R&E policies, and procedures.
3. Recommend changes and/or improvements to procurement policies and procedures, templates and forms, solicitations, and contract language.
4. Coordinate phases of direct purchase and/or competitive solicitation for R&E including request for quotes/proposals/bids.
5. Coordinate phases of contract preparation and administration as deemed necessary.
6. Provide contractor onboarding, verification, and account set-up.
7. Communicate problem resolution between R&E and contractors related to performance issues, warranty, pricing, quality, non-compliance with contract requirements, or any other solicitation or contract related issue.
8. Work with Ramsey and Washington County Attorneys for legal review of procurements.
9. Prepare reports to communicate status of procurements to program managers and management staff.
10. Monitor and evaluate procurements for terms, expenditures, and deliverables.
11. Maintain knowledge of all available cooperative procurement resources.
12. Maintain official procurement files which are subject to audits and public data practices requests; assist in answering questions from auditors related to procurements for which they are responsible.
13. Proactively monitor existing contracts to ensure renewals or new solicitations are prepared in a manner that ensures continuity or program or facility operations.

14. Assist in R&E's Continuity of Operations Plan (COOP) when necessary and manage emergency procurement requirements.
15. Track and maintain database of contractor W9s and certificates of insurance.
16. Performs other duties assigned.

(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS:

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

None

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily contact with Recycling and Energy staff working as a team in contract development and implementation; and with vendors/customer management in contract development, implementation and compliance issues as well as discussing problems and conflicts related to contracted supplies and services. Weekly contact with the Ramsey and/or Washington County Attorney's Offices and R&E's contracted Risk Manager concerning specific problems or issues, contract language, compliance issues and signoffs. Weekly contact with Recycling & Energy Center management and staff. Weekly contact with existing and potential contractors.

IMPACT ON SERVICES/OPERATIONS:

Impact on the management of contracts for the delivery of effective and cost-efficient services in a variety of settings. Proper performance of duties assures that appropriate resources are available while maximizing limited financial resources. Improper performance could result in delayed payments to vendors, overcharges on agreements negotiated with vendors, interruption, or denial of service delivery to Ramsey and Washington County residents and stakeholders, Recycling and Energy Board vulnerability to sanctions or litigation, audit findings and an inability to meet objectives.

WORK ENVIRONMENT:

Work is typically performed in an office environment, involving the operation of computerized office equipment, and viewing a computer screen for up to eight hours daily.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Knowledge of the mission, policies, and procedures of Ramsey/Washington Recycling & Energy.

2. Knowledge of Recycling & Energy programs, purposes, objectives and regulations, and funding sources.
3. Demonstrated research abilities for tasks such as finding vendors to perform work needed by R&E.
4. Knowledge of community resources.
5. Skill in written and verbal communication.
6. Skill in negotiation.
7. Skill in use of various software programs, such as Microsoft products, Salesforce, DocuSign, and other document and database facilitation and delivery programs.
8. Strong organizational skills and attention to detail.
9. Ability to establish effective working relationships with managers and staff at all organizational levels.
10. Ability to organize workload, meet deadlines and set work priorities.
11. Ability to quickly comprehend and assimilate a large volume of new material.
12. Ability to maintain goal-directed focus in diverse areas simultaneously.
13. Ability to integrate conceptual and technical knowledge.

MINIMUM QUALIFICATIONS:

Bachelor's Degree and (1) year of experience in procurement/contracting;

OR

Associate degree in business, public administration, business law or related field and two (2) years of experience in procurement/contracting.