



## Contracts Officer

Class Code:  
00921  
FLSA Status:  
Non-Exempt  
Grade: A11

### STAFFORD COUNTY

#### **GENERAL DEFINITION OF WORK:**

Formally and informally manages and conducts competitive procurement processes of intermediate difficulty of a variety of goods, services, and construction on behalf of the County in compliance with the Virginia Public Procurement Act, and Stafford County policies and procedures. Does related work as required. Work is completed independently within well-established procurement policies and procedures and under general supervision.

#### **ESSENTIAL FUNCTIONS:**

- Develops Invitations for Bids (IFBs), Requests for Proposals (RFPs), and Request for Quotes (RFQs) of goods, services, construction, and non-professional services;
- Coordinates, assists, researches, analyzes, and develops scopes of work, specifications, evaluation methods and criteria for development of solicitations;
- Provides guidance, educates, and advises departments during the process of evaluating bids and proposals;
- Reviews and analyzes justifications for award/non-award to ensure the integrity of the County's procurement procedures;
- Plans, coordinates, and conducts pre-bid/pre-proposal conferences for assigned procurements;
- Receives quotes, sealed bids, and proposals and conducts required public bid openings;
- Identifies, evaluates, and coordinates cooperative procurements;
- Conducts and manages negotiations and evaluation of bids, and creation of bid tabulations;
- Develops contracts and works with firm's legal counsel and County Attorney's Office during the development of contracts and bid/contract disputes;
- Reviews and processes requests for contract change orders and amendments;
- Reviews, analyzes, and executes assigned procurement requisitions;
- Reviews requests for sole source and emergency procurements and administers in accordance with policies and procedures;
- Manages multiple projects in a fast-paced environment with close attention to detail and required deadlines;
- Tracks assigned term contracts and executes yearly renewals;
- Prepares periodic and special reports;
- Assists with official contract records management and file retention schedules;
- Performs related work as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of State and local procurement procedures and regulations;

- Knowledge of sources of supply of goods and services including local sources and products available through State and cooperative purchasing agreements;
- Knowledge of contracting methods including formal advertising and negotiation, contract types, principles, procedures, and applicable legal requirements regarding contracts;
- Knowledge of preparation of specifications and invitations to bid;
- Knowledge of computerized purchasing systems, computer software;
- Ability to communicate effectively both vocally and in writing;
- Ability to deal courteously and diplomatically with representatives of businesses and industries;
- Ability to establish and maintain effective working relationships with associates, supervisors, vendors, and the general public.

**EDUCATION AND EXPERIENCE:**

Associate's Degree in Business Administration, Public Administration, or a related field, and 3 to 5 years of procurement related work and experience for a large public organization in the Commonwealth of Virginia with automated procurement processing systems or any combination of education, training and/or experience that provides the required knowledge, skills, and abilities.

Virginia Contracting Officer (VCO) certification preferred, or the ability to earn and meet certification program requirements.

**SPECIAL REQUIREMENTS:**

Possession of a driver's license valid in the Commonwealth of Virginia.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires reaching, standing, sitting, walking, grasping, and repetitive hand motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to outside environmental conditions.

Approved by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_