

CONTRACT ADMINISTRATION SPECIALIST

Recruitment #23-125-3833

Date Opened 9/16/2022 08:00:00 AM

Closing Date 9/30/2022 11:59:00 PM

Salary Range \$62,508.02-\$109,389.04

Department DEPARTMENT OF FINANCE AND BUDGET

Job Type Open and Competitive

Full/Part-Time Full-Time

Benefits Full Benefits

Reg/Temp Regular

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Do you enjoy working in a collaborative and fast paced work environment with a focus on collaboration, problem solving, training and education? Do you have a passion for public service? If this sounds like you, then consider being a Contract Administration Specialist for Loudoun County Government.

Loudoun County's national award-winning Division of Procurement is seeking highly motivated applicants for a Contract Administration Specialist position. This position provides continued support to all County departmental Contract Administrators in managing contracts effectively. This position will also serve as a liaison between the vendor community and the Procurement Division. The successful candidate will develop, update and conduct training for departmental Contract Administrators on effective contract management and how to resolve contract issues as well as training and education to the supplier community on how to do business with the County. This position will be responsible for providing advice and develop strategies to improve organizational policies, procedures, and processes to enhance vendor relationships and engagement. The Contract Administration Specialist will collaborate with staff at all levels of the organization. Excellent written and oral communication skills are necessary for this challenging position. Additionally, attention to detail, good organization skills, training development, and strong negotiation skills are essential to be successful.

Duties include, but are not limited to:

- Oversee and support the Contract Administration Program to maximize the effectiveness of contracts and minimize contract disputes and costs; collaborate with other division programs; review and streamline processes to reduce operating costs and improve efficiency; reviews solicitation files for completeness after award; and provide monthly summary of program performance.
- Administer County-wide contracts; prepare contract administration action plans for assigned contracts.
- Resolve contract disputes between vendors and contract administrators within the terms of the contract; recommends resolutions and terminations as appropriate.
- Provide professional advice, training, and guidance to department contract administrators, vendors, and County staff; facilitate learning on contract administration.
- Serve as frontline liaison with the business community and the County's procurement functions. Educate vendors on how to conduct business with the County, including coordination and hosting monthly Buyer/Seller Information Exchange Sessions.
- Provide advice and develop strategies to improve organizational policy, procedures, and processes that enhance vendor relations.
- Assist in the create and implementation of innovative approaches to maximize competition and promoting inclusion of small, women, and minority-owned business (SWaM) participation in County procurement.

Loudoun County Regular Full-time Employees are eligible for full benefits including but not limited to the following as a part of a total rewards package!

- Retirement from the Virginia Retirement System (VRS)
- Annual leave
- Sick leave
- Annual Paid Holidays
- Group Health Plan
- Group Life Insurance
- Exceptional Performance Recognition
- Credit Union Membership
- Employee Assistance Program (EAP)
- Education and Career Development

Hiring Salary Commensurate with Experience

This position is eligible for up to three (3) days a week of telework in accordance with the County's Telework Policy.

Job Requirements

Requires any combination of education and experience equivalent to a Bachelor's degree in procurement, business administration, contracts, or related field with three years of experience to include delivery of training. Previous public procurement experience is highly preferred. Certified Professional Public Buyer (CPPB) certification preferred. Knowledge of the Virginia Public Procurement Act is preferred, but training will be provided. Experience in governmental procurement (federal, state or local) is highly preferred.

Special Requirements

This position is FLSA exempt and may be required to work beyond normal business hours, to include attendance at vendor trade shows.

Post Conditional Offer Contingencies

Criminal background, credit and DMV record checks will be conducted on the successful candidate.



Click on a link below to apply for this position:

**Fill out the Application
NOW using the Internet.**


If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at HR@loudoun.gov. EOE.

Loudoun County Government

P.O. Box 7000, Leesburg, VA 20177

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