



Job Description  
**Contract Specialist**

**OVERVIEW:** The Contract Specialist is responsible for researching, preparing, issuing, evaluating, awarding, and administering Mohave's cooperative procurement contracts. This position requires a person with excellent research, organizational, analytical, critical thinking, communication, and information systems skills.

**RESPONSIBLE TO:** Contracts Manager

**SUPERVISES:** None

**POSITION TYPE AND EXPECTED HOURS OF WORK:** Non-Exempt/40 Hours per week

**INTERACTS WITH:** All Mohave staff, members, vendors, and general public.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:** This position operates in a professional and home office environment and is largely sedentary; however, standard office equipment such as computers, phones, and other small machines are frequently used. Some lifting may be required, which would require the ability to lift boxes or items up to 25 pounds. The home office environment must be conducive to privacy for virtual meetings and phone calls with Mohave staff and members/vendors.

**TRAVEL:** Periodic in-state travel is required, including some overnight stays, and may include some out-of-state travel. A reliable personal vehicle, including current personal auto insurance, will be required for travel.

**CORE DUTIES:**

Ability to quickly shift focus between tasks, manage multiple concurrent solicitations with competing deadlines, address emerging issues professionally, and efficiently return to priority projects.

Conduct research for competitive procurement solicitations through web-based analysis, conference calls, and engagement with members.

Work closely with assigned team members, including Compliance Specialists.

Develop and issue effective competitive procurement solicitation documents designed to meet member needs while ensuring compliance with applicable rules, regulations and statutes.

Answer questions regarding competitive procurement solicitations and prepare amendments, as required.

Conduct pre-bid and pre-proposal conferences, as required.

Receive and open competitive procurement solicitations in accordance with applicable rules, regulations and statutes.

Conduct discussions with offerors, as required.

Evaluate responses to competitive procurement solicitations and formulate clear, well-documented recommendations for contract awards.

Assist with resolution of contract questions, claims and controversies.

Meet with vendors and members to provide information on Mohave contracts.

Perform contract management, including modification of contracts (contract renewals), amendments, maintain current contract documents, pricing modifications, and contract additions.

Represent Mohave at conferences, trade shows, and other functions, which may include preparing and delivering presentations.

Prepare reports as requested.

Those obligations imposed by applicable rules, regulations and statutes, and other duties assigned by the Contracts Manager.

**OTHER DUTIES:** This Job Description is not intended to be a comprehensive list of activities or responsibilities. Duties, responsibilities and activities may change at any time with or without notice.

**PROFESSIONAL ACTIVITIES:**

Membership and participation in appropriate professional organizations and professional development programs is expected.

**CERTIFICATION REQUIRED:**

Certification from a nationally recognized purchasing or materials management organization, such as the UPPCC, is *REQUIRED* as a condition of continued employment. Certifications recognized include CPPO, NIGP – CPP, CPPB and C.P.M. If no certifications are held at the time of hire, certification is expected to be obtained within eighteen (18) months from the date of hire. If certification is not obtained within eighteen (18) months, Mohave reserves the right to release the employee from continued employment.

**MINIMUM EDUCATION/TRAINING REQUIREMENTS IN ADDITION TO CERTIFICATION:**

A minimum of three (3) years of progressively responsible experience in procurement, ideally with a focus on contract management and solicitation processes using an electronic bidding platform like OpenGov, particularly within the public sector. In addition, practical experience and knowledge of the principles, practices, rules, regulations, and laws applicable to Arizona public procurement are preferred. A bachelor's degree from an accredited college or university in business, economics, finance, procurement, public administration, or a related field is preferred.

Excellent verbal and written communications skills. Competent computer skills, including word processing, spreadsheets, and database management. Excellent research, analytical, critical thinking, and organizational skills. Any combination of experience, education, and training to meet the minimum requirements.

## **CONTRACT SPECIALIST**

### COMPETENCIES

#### **ETHICAL ACTIVITIES**

The Contract Specialist shall maintain ethical and proper interactions with members, potential bidders, contract vendors and staff; lead group discussions and evaluations; make sound decisions based on applicable rules, regulations, statutes, policies, and contracts; and always make decisions based on what is in the best interest for Mohave, its members and vendors, and never for personal gain.

#### **RELEVANT KNOWLEDGE AND UNDERSTANDING**

The Contract Specialist shall possess the knowledge to research competitive procurement solicitations; to give clear instruction and interpretations based on rules and contractual terms; to write clear solicitations that address cooperative member needs; to promote maximum competition; to ensure solicitations are compliant; and to award contracts that meet member needs.

The Contract Specialist shall possess strong critical thinking skills, with the ability to interpret and apply relevant rules, regulations, statutes, and policies to effectively administer contracts and monitor vendor performance.

#### **APPROPRIATE PARTICIPATION**

The Contract Specialist shall foster stakeholder relationships; and participate in conferences, trade shows and other functions to gain the knowledge and skills required to meet organizational and departmental needs and goals.

#### **QUALITY OF SERVICE**

The Contract Specialist shall be prompt, courteous, respectful, honest, and accurate in performing duties, obtaining information, and responding to inquiries, in order to ensure that everyone requiring or desiring service has a successful experience.

#### **COMMITMENT TO EXCELLENCE**

The Contract Specialist shall continually upgrade knowledge and skills to avoid stagnation; and inquire, research, learn, measure, and improve in order to best serve stakeholder needs.

#### **QUALITY CONTRACTS**

The Contract Specialist shall possess and apply the knowledge to create clear and concise solicitations; to include all required and relevant elements necessary for compliance and to promote competition; and obtain the best prices available for the volume, scope, and quality of the products and services.

The Contract Specialist shall have the ability to administer assigned contracts efficiently; have the ability to analyze and report on performance of vendors; have the ability to gauge the effectiveness of pricing files; and seek out new ways to maintain Mohave's market leadership.

#### **TIMELY CONTRACTS**

The Contract Specialist shall possess and apply the knowledge to obtain and analyze historical and current data; conduct procurements in a timely fashion; create surveys for member or vendor requirements; and to issue and award contracts to ensure members can obtain materials and services when needed.

**SIGNATURE:** By signing below, I acknowledge that this position is a Non-Exempt position which is eligible for overtime and that I understand all the requirements above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date