

CONTRACTS OFFICER

KIND OF WORK

Advanced professional supervisory work in the negotiation, administration, and termination of state building contracts.

NATURE AND PURPOSE

The employee in this class is the principal building contract consultant to the State Architectural Engineer and the Commissioner of Administration. The employee is responsible for all phases of the negotiation, administration and termination of State building contracts. Direction is received from the State Architectural Engineer.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Works with representatives of construction industry groups, professional societies, labor groups, and affected state agencies to develop or revise state building contracts.

Negotiates with contracting parties and affected state agency to assure compliance with the terms of the contract.

Deals with contractors to develop settlement of or supplements to contracts.

Works closely with the Attorney General's Office to insure legal sufficiency of contracts.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the negotiation and execution of contracts used in the building industry.

Thorough knowledge of the legal implications of state building contracts.

Thorough knowledge of state contract procedures and construction industry practices.

Ability to:

Coordinate a variety of data in developing contracts.

Works closely with the Attorney General's Office to insure legal sufficiency of contracts.

Performs related work as required.

Est.: 11/12/69

Ckd.: 8/92

T.C.:

Former Title(s):