CONTRACT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level position with responsibility for carrying out moderately difficult administrative duties related to Department of Human Resources contracts, program coordination, monitoring and analysis; does related work as required. The incumbent maintains a current understanding and good knowledge of all Federal, State and local policies, laws and regulations pertaining to Employment and Training legislation, Federal, State and local regulations, interagency contracts and agreements and special fund and grant requirements for interpretation to the Department of Human Resources’ professional and non-professional staff members. The work is performed under the general supervision of the Senior Contract Specialist. Supervision over others is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Interprets Federal, State and Local Employment and Training Legislation and Regulations, interagency contracts and agreements and grant requirements;
- Helps to insure that each Employment and Training program component is effectively fulfilling its designed functions and responsibilities within appropriate guidelines;
- Helps to insure the proper operation of correct administrative practices related to the formulation of procedures for reviewing, analyzing and evaluating agency systems, programs and contracts;
- Maintains records and prepares reports necessary for efficient control and operation of agency contracts.
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
- Good knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;
- Good knowledge of occupational conditions, trends and job development;
- Good knowledge of the concepts and methods used in the development and maintenance of information processing systems;
- Skill in collecting, organizing, analyzing and interpreting data and information related to Employment and Training programs and problems;
- Ability to understand oral and written directions;
- Good judgment;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor’s Degree in Public or Business Administration, Industrial or Labor Relations, the Social Sciences, Human Services or Resources of a related field and one (1) year of experience in job or business administration, economics, labor or industrial relations, or in an administrative management position involving the recruitment of personnel; OR

B. Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university and three (3) years of experience as described in (A) above; OR

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above; OR

D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: A Master’s Degree from a regionally accredited or New York State registered college or university in Public or Business Administration, Industrial or Labor Relations, the Social Sciences, Human Services or Resources or a related field may be substituted for one (1) year of the above required experience.