

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1741

**TITLE:** CONTRACT SPECIALIST II

**GRADE:** S-24

**DEFINITION:**

Under general supervision, performs advanced-level purchasing actions and has responsibility for the more complex and/or considerably difficult procurement actions on a County-wide basis; assists, advises and guides lower-level contract and buyer personnel; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Contract Specialist II class is distinguishable from the Contract Specialist I class in that Contract Specialist II's perform non-routine, complex procurement and contract actions and may serve as lead worker over lower-level procurement and contract positions. The Contract Specialist II is distinguishable from Buyer II's in that the Contract Specialist II's have final authority for County-wide contract actions and approvals; and is responsible for administration of complex procurement actions and contracts.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)*

Acts as an expert in the review and analysis of specialized procurement issues;  
Performs purchasing actions for the acquisition of a variety of goods and services for Fairfax County Government departments in accordance with the Fairfax County Purchasing Resolution and applicable policies and procedures;  
Prepares terms, conditions and specifications; issues invitation for bid and request for proposals for recurring, complex, or unique procurement actions;  
Conducts pre-bid conferences to clarify the terms, conditions and specifications of the contract;  
Guides the Selection Advisory Committee during bid evaluation deliberations and assures that proper procedures are followed;  
Prepares for and conducts complex contract negotiations to include license agreements, warranty, lease/purchase agreements;  
Prepares contract award documents for final review by the Contract Specialist Supervisor (Purchasing Supervisor);  
Monitors the execution of contracts to ensure that all contract provisions are met;  
Performs contract administration functions;  
Resolves problems and initiates corrective action when appropriate;  
Negotiates difficult and/or major contract changes with contractors;  
Prepares sole source and emergency purchase documentation and executes purchase;  
Prepares contract documents such as amendments and performance correspondence;  
Maintains complete documentation of all actions taken;  
Conducts training sessions for interested suppliers;  
Assists in the development and review of internal procedures and regulations.  
Researches the availability of state or County contracts that satisfy an agency's requirement;  
Assists in the training and guidance of lower-level contract specialists;

Approves purchase orders and change orders up to \$50,000.  
Serves in an advisory capacity to ensure customer and vendor compliance with applicable laws, regulations, policies and procedures;  
Reviews and makes recommendations relative to vendor protests of award or decision to award.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Considerable knowledge of the principles, practices, and methods of purchasing;  
Knowledge of automated and integrated financial and procurement systems;  
Ability to prepare specifications and review and evaluate bids and proposals;  
Ability to assist and guide the work of lower-level contract specialists;  
Ability to use sound judgment in making independent decisions;  
Ability to maintain effective working relationships with technical representatives from other agencies and vendors;  
Ability to collect and analyze data;  
Ability to prepare clear and concise reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited four-year college or university with major course work in business administration, public administration, or a related field; PLUS  
Two years of experience in technical procurement work, including considerable experience with automated procurement processing systems.

**CERTIFICATES AND LICENSES REQUIRED:**

The following Certification must be obtained within two years of appointment to the position, based on available training:  
Certification by a nationally recognized professional purchasing organization.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: July 8, 2011  
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