



## City of Phoenix

## *Employment Opportunity Contracts Specialist I – Public Works Department*

### **ABOUT THIS POSITION**

The Public Works Department strives to improve the quality of life in Phoenix through efficient delivery of outstanding solid waste, fleet, facilities, and energy management services.

The Administrative Services Division is a centralized section that provides support and technical expertise to 6 divisions in Public Works with responsibility for fleet, facilities management, solid waste collection, alarm services, and other essential services. The division is committed to providing the highest quality of efficient, cost-effective, and timely services to administer procurement services using A.R. 3.10. The Contract Specialist I is vital to administering general services and commodities contracts needed within the department with a citywide impact. Duties include actively participating in the preparation of goods and general service contracts, reviewing completed scope of works for customers, developing, compiling, and conducting required work for pre-offer meetings, bid openings, and evaluations of invitations for bids.

The Contracts Specialist I is responsible for preparing Call for Bids, Call for Qualifications, and Request for Qualifications for project advertisements, preparing PowerPoints and facilitating pre-bid, pre-submittal, and project scope of work meetings, reviewing consultant and contractor proposals for correct content and dollar amounts, and preparing Legistar files/Request for Council documents. This position performs skilled work in writing, procuring, negotiating, executing, and administering design and construction contracts for the City's Capital Improvement Program for departments citywide. Work requires the use of critical thinking skills, initiative, and professional judgment, and is performed under the general direction of a Contracts Specialist II Team Lead or Procurement Manager.

### **IDEAL CANDIDATE**

- The ideal candidate will have familiarity with Federal, State, and City Procurement Regulations.

### **SALARY**

\$21.80 (minimum) - \$33.11 (maximum) hourly / \$45,344.00 - \$68,868.80 annually. Candidates may be hired up to \$68,868.80 depending upon qualifications.

### **BENEFITS**

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



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For more details, visit: [Unit 007 Benefits Pension Information](#)

**MINIMUM QUALIFICATIONS**

- One year of experience working with governmental contracts or experience assisting a contracts administrator in contract preparation.
- Bachelor's degree in public or business administration or a related field.
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For information regarding pre-screening and driving positions, [click here](#).

**PREFERRED QUALIFICATIONS**

The minimum qualifications listed above, plus:

- One year of experience of contract compliance or contract management.
- Experience using eProcurement system software such as SRM.
- Experience reviewing and drafting Statements of Work (SOW) and Bid submittals from contracts.
- Experience supporting and providing quality customer service to internal and external customers.
- Experience leading and/or assisting with the procurement process (solicitations, awards, contract creation).

**RECRUITMENT DATES**

Recruitment closes October 17, 2022. All materials must be received by 11:59 p.m. on this date.

This is a position-based recruitment **and generates a one time use only list**. Once interviews are conducted and candidates are selected, this job posting will be considered closed and candidates will no longer be in consideration for the position applied for. This posting will not result in any ongoing eligibility list.



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**HOW TO APPLY**

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

**WE ARE HERE TO HELP**

- Job interviews may be held by video or audio conference.
- If you are in need of computer resources, [click here](#) for free options.
- Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](#) for more information.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

**REFERENCE**

Contracts Specialist I: Job Code06620, ID # 46561

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.