

*Berkeley County Government*

**JOB OPENING - EXTERNAL POSTING**

**CONTRACTS ADMINISTRATOR (PS101331)**

**DEPARTMENT: PROCUREMENT**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** This position will review, administer and coordinate contracts required by County end-users; and ensure strict contract conformity and compliance. Perform quality assurance duties and standards compliance, in accordance with applicable laws, codes, regulations, policies and procedures, and terms, conditions and provisions. Analyze contracts and confers with various departments to detect ambiguities, inaccurate statements, omissions of essential terms, and conflicts with possible legal prohibitions. Initiate changes in standard form contracts and templates. Determine the need, and forecasts term contracts with end-users and buying staff. Formulate and coordinate contract re-solicitations with buying staff. Evaluate or monitor contract performance to ensure quality performance. Approve or reject requests for deviations from contract specifications and delivery schedules. Compile and analyze statistical data through bid responses, financial and open-market reports to determine price fairness and reasonableness. Serve as liaison officer between County departments and contractors/vendors to ensure fulfillment of obligations. Build and maintain contract database and files. Perform user surveys for data collection and statistical reporting. Perform other duties as assigned.

**QUALIFICATIONS:**

Bachelor's Degree in Business or related field and three (3) years related purchasing/contract administration experience included; or equivalent combination of education and experience may be considered.

Certified Professional Public Buyer (CPPB) and Certified Professional Public Official (CPPO) designations preferred.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Personal computer experience required, including advanced knowledge of Word and Excel. Bi-Tech IFAS software experience preferred.

Must have excellent problem solving and customer service skills.

Skilled in the operation of all basic office equipment.

Departmental testing may be administered during interview.

Must be detail oriented and have excellent customer service and communication skills, both written and oral.

Ability to multi-task in a fast-paced customer service oriented environment.

Must be able to efficiently complete tasks by following established guidelines/procedures with minimal direct supervision.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK:**

**This position is classified as non-exempt and reports directly to the Procurement Director.** Thirty-seven and one half (37.5) hours per week. Monday through Friday from 8:00 a.m. until 4:00 p.m. with the ability to work flexible hours when necessary. Must be able to attend evening County Council and other group meetings as needed. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for this position, please login to your Employee Online (EO) account to apply online. You can access EO via BIC or through our external website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) under the "Employees" tab and select the "Employee Online" link. For any questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the Libraries to apply online.

**Buyer - Grade C38**  
**Entry Level Bi-Weekly Range: \$1789.04 - \$2057.40**

**Date of Posting: 07/12/2016**  
**Date of Closing: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***