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Class Specifications for the:

PROCUREMENT AND CONTRACTS ASSISTANT

Duties Summary:

Assists in the development, processing and maintenance of contract documents in support of a centralized procurement and contracts program in the Department of Education; supervises the preparation and processing of standards, specifications, price schedules, contract documents and related materials; and performs other related duties as required.

Distinguishing Characteristics:

Positions in this class are distinguished by performing paraprofessional assistance in the development, processing and maintenance of contract documents in support of a centralized procurement and contracts program. Positions are differentiated from the Procurement and Contracts Support Specialist series in that the specialist performs professional work in the development and maintenance of standards and specifications for one or more commodity groups and for contractual services.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position and consistent with the class concept. The classification of a position should not be based solely on the examples of duties performed.)

Plans, coordinates and supervises the processing of solicitations and contract documents for goods, services, construction, and concessions by preparing advertisements of formal bids; assembles and formats solicitations, reviews documents for spelling, punctuation, grammar, consistency and completeness for conformance with applicable provisions of the Hawaii Revised Statutes and procurement rules; supervises the auditing of formal proposal documents for completeness and compliance with procedural requirements; supervises the scheduling of ad publication, bid opening dates and ad placement details; assembles and formats solicitation addendums; supervises distribution of addendums to registered bidders; collects and publicly opens bids; rejects late bids; supervises and directs the maintenance of complete registers and logs for all formal procurements/contracts functions; follows up on certification of funds, preparation and distribution of price schedules and the return of contracts by the contractors; supervises and directs the distribution of bid proposals to prospective bidders and the maintenance of prospective bidder records;

supervises and participates in reviewing the accuracy of price extensions and total of formal bids and makes necessary corrections to conform to provisions; plans, directs and supervises the preparation of bid abstracts in proper document format; assembles and formats contract documents after ascertaining that appropriate approvals are in order; supervises routing of contract documents for propriety of funds and legality prior to execution of contracts; notifies contractors to complete the execution of contracts; and maintains data and files for all solicitations.

Knowledge and Abilities Required:

Knowledge of: Laws, ordinances, rules and regulations governing governmental purchasing purposes; uses and requirements of common contractual and related documents, such as notices to bidders, bid proposals, specifications, special provisions, general conditions and price schedules; clerical, fiscal and accounting practices and procedures relating to appropriation of funds, requisitions and purchase orders; office practices and procedures; correct grammar, spelling and word usage; the purposes and uses of standard office machines.

Ability to: Read and understand oral and written instructions; understand, interpret and apply applicable provisions of laws, ordinances, rules and regulations governing purchasing and contracting procedures; analyze and evaluate information, identify problems, and develop alternative solutions; exercise sound judgment; establish and maintain good working relationships with vendors, technical consultants and operating agencies; deal tactfully and effectively with others; write simply and directly and compose routine correspondence and other similar materials; compare facts and figures quickly and accurately; perform arithmetic computations; set up and maintain files, record contract encumbrances; analyze materials and prepare statistical reports; operate standard office machines and equipment; use word processing, database programs, etc.; and communicate effectively orally and in writing; and prepare clear and concise written reports and correspondence.

Minimum Qualification Requirements:

Basic Education Requirements: High School Diploma or equivalent.

Experience Requirements: Four (4) years of clerical work experience, which involved the performance of clerical tasks that demonstrated knowledge of business English and grammar, spelling, arithmetic, computer and word processing software, and office practices and procedures, in which one (1) year involved the assembling, processing, and drafting of technical purchasing and/or contract documents and other related work products.

Supervisory Requirements: Applicants must demonstrate possession of Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a

group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completing of training courses in supervision accompanied by application of appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification: Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position. In requesting selective certification, the program must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

License Required: Certain positions may require possession of a valid motor vehicle operator's license (Type #3).

Tests: Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements: Applicants must be able to perform the essential duties and responsibilities of the position, effectively and safely, with or without reasonable accommodation.

This is a new class specification for the series Procurement and Contracts Assistant by the Department of Education Civil Service system.

DATE APPROVED: AUG 06 2010

EFFECTIVE DATE: AUG 06 2010



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Office of Human Resources