

DIRECTORS
 W. BRUCE HEIDEN, PRESIDENT
 K.C. GINGG
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 JASON ROVEY
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SUPERINTENDENT
 DONOVAN L. NEESE
 103 WEST BASELINE ROAD
 BUCKEYE, ARIZONA 85326
 TELEPHONE (623) 386-2046
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Job Description

Job Title: Contract Specialist	Reports To: Superintendent Assistant Superintendent
Department: General and Administrative	

Position Overview

The Contract Specialist works closely with the Superintendent and Assistant Superintendent to oversee the Water and Power Contracts of the Organization. Monitors existing contracts for compliance with terms and conditions. Reviews, analyzes, tracks, and evaluates contract performance for multiple defined entities within RID organizational structure. Serves as a point of liaison with contractors. Attends meetings to assist in negotiating, extending, renegotiating contracts as appropriate.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

- Reviews and monitors water and power contractual arrangements and procurement proposals for services acquired or rendered.
- Evaluates contract performance to determine necessity for amendments, extensions, and compliance to contractual obligations.
- Analyzes proposals, financial reports, and other data to interpret contract provisions to achieve cost efficiencies and accuracy.
- Serves as liaison with contracting representatives to ensure compliance with contract specifications.
- Performs miscellaneous job-related duties tasked by Superintendent and/or Assist. Superintendent.
- May assist and /or provide input into the formulation, development, and/or revision of operating policies, procedures, and strategies for the organization as appropriate.
- Coordinates data updates with the Water Department to ensure water allocations, prices, and policies are continuously up to date.
- Commuting to and from meetings within the Buckeye, Phoenix area.

Essential Qualifications

- High School Diploma or GED
- Valid Driver's License

Required Knowledge, Skills & Abilities

- Strong interpersonal and communication skills and ability to work effectively with a wide range of constituents in a diverse community.
- Ability to read and comprehend medium to complex instructions, various correspondence, and notes.
- Ability to perform simple algebra, addition, subtraction, multiplication, and division.

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Ability to effectively present information both written and verbal.
Knowledge of contract documents and specifications.
Ability to analyze and interpret contracts and legal terms.
Ability to interpret and prepare financial reports and charts.
Ability to process administrative/procedural decisions.
Good organizational and coordinating skills are a plus.
Ability to assess contract compliance and product service quality and accuracy.
Intermediate knowledge of Excel, Charts, and Microsoft Word.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moderate noise level and a fast pace work environment.
Work is primarily performed in a typical interior/office work environment.

Physical Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform functions. Required to walk, stand, stoop, kneel, crouch, crawl, use fingers, hands, arms, and include feel and reaching. Required to lift, pull, and/or move up to 50 pounds. Communicate verbally, visually, and have clear hearing. Specific vision abilities required by this job include near, far, peripheral, and depth perception.

Benefits

Medical, Dental and Vision Insurance
Paid Holidays
Paid Time Off/Vacation
Arizona State Retirement
Life Insurance

Wage

Dependent on qualifications

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.