

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Contract Specialist

**CLASS CODE:** 1663

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification coordinate, evaluate, process and review all city contracts, property leases and maintenance agreements to ensure documents are within the Comptroller's Office regulations and specifications.

### **DISTINGUISHING CHARACTERISTICS:**

This is an entry-level clerical classification in the General Administrative Series – General Management Group job family within the City of St. Louis. Incumbents within this classification perform routine to moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the processing of city contracts, property leases, and maintenance agreements.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Processes all incoming contracts; date stamps contracts when received; evaluates to ensure processing requirements have been met; rejects and returns the contracts not meeting required criteria; forwards contracts to Comptroller for signature.

Assigns a Comptroller document number to signed contracts and then forwards complete contract package to the City Register to be signed and recorded.

Files hard copies of signed contracts; compiles contract related reports.

Performs data entry to input information regarding all city contracts into a database.

Responds to inquiries and provides information to city departments, vendors, and citizens.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, fax machine, calculator and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as financial statements, tax forms, contracts, statutes, ordinances, guidelines and non-routine correspondence.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

### **Functional Reasoning:**

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

### **Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, such as contract package distribution.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as responding to vendor inquiries.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.