

NEW CASTLE COUNTY GOVERNMENT

Number 0188

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Date 05/01/01

CLASS SPECIFICATION

Title: PUBLIC WORKS CONTRACTS OFFICER

Approved:



GENERAL STATEMENT OF DUTIES: Coordinates and monitors all grant programs and construction contracts for all departments within New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees the execution of grants received from various sources to accomplish public works construction projects. This employee must assure that all the terms and conditions are met for grants and contracts that are received. This employee has the responsibility to coordinate the submission of required information and documentation for the reimbursement of monies expended under grants. The individual must also perform document checks of the non-technical portions of contracts to assure that local, state, and federal requirements are met.

EXAMPLES OF WORK: (Illustrative only)

- Insures that the appropriate departments comply with all grant requirements;
- Coordinates the legal clearance on right-of-ways for grant related projects;
- Supervises the maintenance of construction accounts for grant projects and submits requests for audits done on grant projects;
- Arranges for printing of plans/specifications and the sale of same;
- Establishes dates for advertisement, availability, pre-bid meetings and bid openings, issues addendums;
- Attends pre-bid meetings, bid openings, and checks bids;
- Makes recommendations as to the acceptability of bids and offers of tentative award;
- Prepares contract documents for execution by the contractor and County Executive;
- Enforces compliance with provisions for proper insurance and license;
- Monitors and expedites the flow of documents through appropriate general managers, the County Attorney and the County Executive;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of County codes relating to bidding and purchasing regulations; thorough knowledge of federal, state

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and local regulations dealing with the application for and compliance with grants in aid; good knowledge of the overall operations of departments dealing with public works projects; some knowledge of governmental administration procedures to include some familiarization with accounting procedures; some knowledge of real estate transfers and right-of-way procedures; ability to elicit the cooperation of employees, government officials and the public; ability to complete grant applications and to follow up the processing of such applications; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in governmental or business administration at a professional level preferably in grants administration and possession of a Bachelor's Degree from an accredited college or university with major course work in business or public administration or closely related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 07/01/87
Revised: 06/05/89
Revised: 02/20/90
Revised: 01/24/95
Revised: 07/01/97
Revised: 05/01/01