Leon County Public Schools Classification Specification

Salary Grade 27 Summary Information:				
Classification Title: FLSA Status:	Contract Administration Specialist Non-Exempt	Date Prepared:	04/2003	
Typical Decisions and Recommendations Provided to Others:				

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification				
Activit	y Name			
389	Facilities Project Control	Oversee administrative details, such as contractor billings, building project budgets, construction contracts, etc.		
081	Project Administration (Nongrant)	Control and monitor projects, oversee administrative details, such as contract billings, project budgets, status reports, etc. Excludes grant administration.		
071	Contract Negotiation	Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does <u>not</u> include grant contracts, labor contract negotiating, or bus contracts which are covered elsewhere.		
046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.		
472	Vendor Liaison	Coordinate purchasing activities, meet, and communicate with current or potential vendors. Perform follow-up with vendors as needed.		
008	Internal Liaison	Liaison among departments, functions, groups or schools within the district. Communicate information to appropriate personnel.		
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non</u> <u>educational</u> programs and performance		
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.		
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.		
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.		

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Activity Name (cont.)				
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.		
476	Acquisition Analysis - Land ar Facilities	Issue and evaluate bids for acquisition and/or renovation of property and facilities.		
370	Insurance Records	Maintain employee, facility, and equipment records to support insurance.		
566	Advertising	Develop concept and layout or script of paid advertisement. Place advertisements in various media.		
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job- related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.		
999	Assigned Duties	Perform other duties as assigned.		
General Classification Specification Factors:				
A.A.]		B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or High School diploma or equivalent with seven years related experience		
Supervisory Responsibility: Yes		Yes		
review		Supervision typically takes <u>substantial</u> time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.		

Effective Date:

07/01/2003