

## Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$19.05-\$20.60/hr.

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

### CONTRACTS SPECIALIST

#### QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND four (4) years full-time paid experience, or its part-time equivalent, in accounting, finance, business, public administration, or a closely related field.

SUBSTITUTION: Possession of a college degree in accounting, business administration, finance, public administration, or a closely related field from a college or university may substitute for the experience on a year-for-year basis, with thirty (30) credit hours being equal to one year of experience, up to a maximum of four (4) years.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing clerical support to professional staff of the bidding and procurement process and administration of the contracts management system. The incumbent serves as a point of contact for the department on contract issues and topics. The incumbent validates contract requirements are met and is responsible for providing records and reports related to contract status and expenditures. The work is performed under the general supervision of professional staff with leeway allowed for the exercise of independent judgement in rendering a variety of standard inquiries from internal and external clients. Supervision is not a responsibility of this class. Does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages and maintains the contract management system functions, including initiating, tracking, and processing contracts, and related requirements, insuring they meet all statutory and legal obligations;  
Oversees validation and verification of bonds and insurances required by contractors and consultants and the maintenance of those records;  
Supports the processing of purchase orders, invoices, and reconciling discrepancies;  
Assists procurement processes by providing contract specifications, pricing and bidding parameters;  
Compiles and prepares reports and records relating to contract status and expenditures;  
Manages and maintains procurement and contract files and databases;  
Provides answers, responses to issues, and assistance to internal and external clients about contracts;  
Assists with contract audits and implements recommendations for improvements to the contract management systems;  
Provides appropriate education and training to department employees on best practices in contracts administration and management;  
Provides ongoing support and guidance to the department to insure compliance with policies and procedures;  
Prepares annual agency/department materials and bid documents with the assistance from technical staff;  
Develops and tracks resolutions for agency and/or department contracts and other related procurement purchases;

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CONTRACTS SPECIALIST

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Works closely with the agency's purchasing department, attorney office, and other appropriate administrative staff to assure conformance with procurement procedures, related legal requirements, and other administrative policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current methods used in maintaining and verifying finance records and reports;  
Thorough knowledge of contract terminology, implementation procedures, and contracts management software;  
Thorough knowledge of contracts administration;  
Thorough knowledge of general governmental accounting and purchasing;  
Good knowledge of business English and able to communicate clearly and effectively, orally and in writing;  
Good knowledge of operating a computer and using common software programs;  
Ability to make arithmetic computations accurately;  
Ability to learn and understand engineering and construction terminology;  
Ability to prepare correspondence and reports;  
Ability to understand complex oral and written directions;  
Ability to readily become familiar with department organizations, functions, laws, policies, and regulations;  
Good judgement in solving complex account-keeping problems;  
Accuracy, initiative, and resourcefulness;  
Tact and courtesy; integrity.

APPROVED: NOVEMBER 13, 2025  
CIVIL SERVICE CLASSIFICATION: COMPETITIVE  
JURISDICTIONS: ONTARIO COUNTY  
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES