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Class Specifications
for the Class:

CONTRACTS ASSISTANT II

Duties Summary:

Drafts engineering contracts and specifications, and provides a variety of other services in the preparation and processing of contracts; and performs other duties as required.

Distinguishing Characteristics:

A position in this class serves as senior assistant in contract documents preparation and processing for a large operating department involving several major construction and maintenance programs. The work includes activities relating to engineering contracts and specifications as well as non-engineering contracts and specifications, and may involve providing guidance and direction to lower-level assistants.

Examples of Duties:

Reviews and re-drafts contracts and specifications for the construction of highways, airports and harbors facilities; solicits bids under \$4,000 for such work as the removal and demolition of buildings and printing of plans for the department's construction program; carries out liaison with legal staff and program officials on processing contracts and specifications; initiates and coordinates the printing and assembling of contracts, plans and specifications; provides information on contracts, specifications and procedures as required; maintains operational and statistical data and prepares appropriate reports; conducts the publication of legal notices including determining publication date, selecting newspaper agency, and notifying affected persons; participates in bid openings; prepares and processes requests for Comptroller's certificates required for encumbrance of contract funds; prepares correspondence to contractors relating to processing of contracts awarded; may supervise clerical or lower-level contracts assistant personnel.

Knowledge and Abilities Required:

Knowledge of: Contract forms, bidding procedures and regulations; engineering specifications; office practices and procedures; grammar, spelling and word usage.

Ability to: Plan and carry out contract specifications and legal notice work in accordance with established requirements; draft engineering and non-engineering contracts and specifications; maintain appropriate liaison and deal effectively with others; understand contract language; operate standard office equipment.

This is the first specification for the new class CONTRACTS ASSISTANT II.

DATE APPROVED: 3/9/70

for JAMES H. TAKUSHI
Director of Personnel Services