DELAWARE TRANSIT CORPORATION

POSTING NO 047-2014

POSITION VACANCY POSTING

DATE OF POSTING November 7, 2013 CLOSING DATE November 14, 2013

METHOD OF APPLICATION: **COVER LETTER/RESUME**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **November 14, 2013**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 050 JOB CODE #: 083

POSITION TITLE Contract Specialist

PAY GRADE 9 PAY RATE PAY RANGE $14.126922- $18.835897
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance
SECTION Fiscal

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CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Contract Specialist is responsible for carrying out procurement functions in the area of contract services (excluding transportation services where the role is one of coordination). Specific responsibilities are for the full range of contractual services functions including the development of specifications; interfacing with legal representation to ensure legal requirements are satisfied in contracts, memorandums of understanding, and other contractual agreements; accessing budget information to ensure upset limits of contracts are not exceeded; managing the bidding process, and analyzing responses within the parameters of applicable State and other external procedural requirements, consistent with the requirements of users within the Corporation. The incumbent of this position will be responsible for the Section 5310 Program; duties under this program include but are not limited to site visits, monthly reporting, annual application process, ordering annual vehicles, and file maintenance. The incumbent will also serve as the Records Retention Corporate Officer. The duties of the Corporate Officer include but are not limited to maintenance of designated records and files; arranging, classifying and preserving company records; destroying records according to State regulations and DTC's record retention schedule; coordinating processes and activities with the Bureau of Archives and maintaining record inventory lists with destroy dates. The incumbent will be required to lift and move filled file boxes.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience in state and federal regulatory contracting mandates.

   (Applicants must detail all their experience in state and federal regulatory contracting mandates).

2. Experience in records retention processes and practices.

   (Applicants must detail all their experience in records retention processes and practices).

3. **Experience in developing contract specifications**.

   (Applicants must detail all their experience in developing contract specifications).

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in the Minimum Qualifications."