

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2283

OPEN COMPETITIVE EXAMINATION FOR: CONTRACTS MANAGER

SALARY: \$75,000 - \$90,000 per year (New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications: May be obtained by visiting our website at www.waterburycct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Chief Operating Officer and other designated members of the Superintendent's Cabinet, the Contracts Manager for the Waterbury Department of Education will serve as a procurement and contracting professional overseeing the Department of Education's contracting process, beginning with procurement, to ensure compliance with local contracting rules and governing laws. The Contracts Manager will serve as a liaison to other City Departments/Offices including the Waterbury Purchasing Department and the Corporation Counsel's Office, as well as a point of contact within the Department of Education regarding procurement and contracts.

EXAMPLES OF WORK: (Illustrative Only)

Assist in preparing RFPs, ITBs, and RFQs for the Waterbury Department of Education; Assist in drafting technical specifications for a diverse range of projects including, but not limited to, infrastructure upgrades and construction projects; Compare bids from vendors and assists in determining contract awards, selected vendors/contractors, and in identifying qualified vendors/contractors; Evaluate vendor/contractor proposals to ensure that all requirements are met; Assists in ensuring that all City required supporting documents within Education and from other City Departments have been completed and submitted for contract execution, and assists Department of Education staff in ensuring that City required supporting documents from vendors/contractors have likewise been completed and submitted for contract execution; Organize and maintain Departmental contract archives with both hard copy and an electronic copy of executed contracts; Keep track of deadlines with respect to contracting and procurement processes; Monitor existing contract expirations and initiate a timely notice of the need to renew, exercise an option, and/or initiate new procurement processes; Serve as the inter-departmental point of contact regarding Education contracts for the Superintendent, District leaders, and staff; Attend Board of Education and Board of Aldermen meetings as necessary; Work collaboratively with Waterbury Department of Education personnel responsible for grants, including, but not limited to the Chief Financial Officer and other staff assigned to the School Business Office; Serve as a contract liaison to other City departments including departments responsible for procurement, risk management, and legal compliance pursuant to Waterbury Charter, ordinance and other rules governing City contracting. Prepares reports as requested; Performs other related duties and special projects as assigned.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and procedures related to government contracts, bids, and grant awards; Ability to provide and lead training and provide education regarding local procurement and contracting processes; Excellent organizational skills and attention to detail; Ability to work independently; Excellent written and communication skills; Proficient computer skills with knowledge and experience in Microsoft Office Suite and Google platform, with ability and willingness to train to utilize other programs; Must be able to simultaneously manage multiple deadline-driven projects; Capable of professionally managing confidential information; Strong interpersonal skills; Ability to analyze complex financial information; Ability to communicate effectively orally and in writing; Ability to deal with all stakeholders in a tactful and effective manner; Ability to interpret and apply the provisions of the City Charter and Connecticut General Statutes related to municipal fiscal operations; Ability to work with individuals from diverse backgrounds.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING REQUIRED EXPERIENCE:

EDUCATION AND EXPERIENCE:

1. A minimum requirement of three (3) years' experience actively negotiating and managing contracts to include experience:
 - Working with public sector contracts, grants and procurement processes and
 - Drafting technical specifications for bid proposals for projects that include infrastructure upgrades, construction projects and contracts for goods and services.
2. Bachelor's degree in Business Administration, Accounting, or related field required.

LICENSURES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

1. Incumbents in this class are required to possess and retain a current Motor Vehicle Driver's License with a good driving history.

COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION - COLLEGE DEGREE, TRANSCRIPTS, & CERTIFICATES ETC.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. *Appeal Process-* An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the Civil Service Commission within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available upon request

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: Contracts Manager

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from students. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.