



Job Title	Contracting Technician II	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	7	Job Code	17220

Class Specification – Contracting Technician II

Summary Statement:	
The purpose of this position is to provide support to the City of Colorado Springs by monitoring contract compliance and adherence to all contractual obligations. It will assist and provide input to management in monitoring industry standards, contract requirements, developing performance indicators and policies and will ensure the department is meeting all local, state and federal requirements.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Daily oversight of contract compliance by conducting regular audits and inspections to assure that complaints regarding any aspect of service are reported and handled according. Ensure all operations, contract data entry and contract communications conform to set policies and procedures.
15%	Collect, track, review and verify data from various applications to assist project managers with contract oversight. Identify service trends and areas of improvement in all areas of the operation.
20%	Serves as primary contact person for all video data requests from contractors, customers, and the public; processes documentation per CORA requirements and transit policy; ensures security is maintained during process of reviewing video data; and verifies resolution of customer complaints and issues.
25%	Provide assistance in administrative and operating programs as assigned; participate in the development of policies and procedures; and participate in program implementation and monitor activities. Ensure that all assigned programs and activities adhere to all pertinent federal, state and local laws, ordinances, and regulations; and participate in the development and implementation of systems and procedures to ensure regulatory compliance.



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<p>Competencies Required:</p> <p>Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.</p> <p>Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p> <p>Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p> <p>Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>

<p>Technical Skills Required:</p> <p>Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>

<p>Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.</p> <p>Education: Equivalent to completion of the twelfth grade (high school diploma or GED).</p> <p>Experience: Three years of full-time contract work experience.</p>

<p>Education and Experience Equivalency</p>



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One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Position has no responsibility for the direction or supervision of others.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office and specialized transit software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2019