

**Contract Development Specialist II
Finance Department
Denver Water**

Denver Water, one of the largest water utilities west of the Mississippi, is searching for a Contract Development Specialist II to perform a wide variety of purchasing and contract work. Duties for this position include the following:

- Coordinates the development of the scope and special conditions of complex contracts for material and services
- Assists and monitors Denver Waters departments or divisions in processing contracts to ensure conformity with various procedures
- Develops, compiles, conducts, and monitors bid advertisements, pre-bids, walkthroughs, public bid openings, and evaluations of Request for Information, Request for Proposals, Requests for Qualifications, Invitations for Bid, and Statements of Qualifications for required material and service contracts
- Negotiates, researches and interprets contract provisions including explaining contract processes, penalties, and compliance terms to users.
- Assists in the preparation of information on economic news; forecasts on material availability, timing of purchases, and marketplace conditions; supplies information on supplier capability and technical data on new products, processes, and services

The minimum qualifications for this position are graduation from a four-year college or university with a major in purchasing, materials management, business administration, accounting, engineering, or equivalent education. Also required is three years experience working with City, State, or Governmental contracts. Certification as a Contract Specialist with the National Contract Management Association (NCMA), Certified Purchasing Manager (C.P.M.), or related contract or purchasing certification is preferred.

Starting rate-of-pay for this position is \$4,034 to \$5,151 monthly DOQ. All employment offers are contingent on the successful completion of a post-offer physical, which includes drug and alcohol testing. A background check will be conducted to verify information submitted on application.

To be considered, applicants **MUST** submit a completed Denver Water application. Applications will be accepted until a sufficient number are received. Online applications can be completed by visiting the "Careers" section of Denver Water's web site – www.denverwater.org.

DENVER WATER
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