

Connecticut General Assembly
JOB OPPORTUNITY
Contract Analyst
Office of Legislative Management

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Full-Time, On-site
Salary: Minimum Salary \$62,583
Closing Date: June 30, 2015

General Knowledge:

The Office of Legislative Management at the Connecticut General Assembly is seeking a nonpartisan Contract Analyst with strong public procurement experience to support the Contracting Group. The selected individual will be responsible to independently perform a full range of tasks in the procurement of commodities and/or services for the legislature. Work is performed with limited supervision and requires independent judgment and the ability to deal with various individuals and groups.

Responsibilities to Include:

1. Write and edit legislative contracts and requests for proposals (RFP);
2. Evaluate RFP responses and oversee the bidding process;
3. Develop subjective evaluation and award criteria;
4. Analyze and establish pricing strategies;
5. Negotiate contract terms and conditions;
6. Coordinate vendor performance to ensure contract compliance;
7. Conduct research using legal database;
8. Work closely with proposers and vendors to ensure successful completion of projects;
9. Review invoices for payment;
10. Identify and recommend process improvements; and
11. Perform other related duties as required.

Skills and Experience:

1. Requires a Bachelor's degree plus two year's related experience or any equivalent combination of education and experience;
2. Experience with legal writing, contract drafting and/or Certified Professional Public Buyer certification is strongly preferred;
3. Knowledge of related State procurement laws;
4. Knowledge of procurement practices and procedures;
5. Strong interpersonal skills including initiative, leadership and tact;
6. Considerable oral and written communication skills;
7. Strong analytic, research, problem solving and negotiation skills;
8. Ability to utilize available technology to generate reports and analyses;
9. Ability to manage projects; and
10. Ability to act professionally, objectively, and impartially in dealing with vendors.

Application Instructions:

Qualified candidates who meet the above requirements should submit a cover letter, resume and salary requirements by 5:00 pm June 30, 2015 to: Office of Legislative Management, Contract Analyst Position, Legislative Office Building, 300 Capitol Avenue, Room 5100, Hartford, CT 06106. Resumes without a cover letter will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.