

Department of Administrative Services
JOB OPPORTUNITY
Contract Analyst
Procurement Division

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

Open To: Lateral transfers and candidates on a current exam list

Location: Hartford

Job Posting No: 103141

Hours: Full-time 40 hours per week

Salary: AR 23 (\$60,593 - \$78,332 Annual Salary Range)
New hires to state employment start at the minimum of the above salary range.

Closing Date: December 21, 2012

The Department of Administrative Services, Procurement Division, is currently seeking highly motivated qualified applicants who have a solid application of ethical work practices to fill a full-time Contract Analyst position located in Hartford.

Eligibility Requirement: Candidates must have applied for the recent Contract Analyst examination or employees who are currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Minimum Qualifications Required Knowledge, Skill and Ability: Knowledge of relevant state and federal laws, statutes and regulations; knowledge of procurement practices and procedures; knowledge of principles and techniques of customer service delivery; knowledge of business law and its applicability to procurement, contracting and sales; interpersonal skills; oral and written communication skills; problem solving skills; some negotiation skills; ability to apply technology to business requirements where appropriate; ability to utilize computer software; some ability to lead a team.

Preferred Skills & Abilities:

- Proven Negotiation Skills
- Experience in Information Technology procurements including familiarity with basic concepts of software license agreements.
- Strong contract writing Skills
- Ability to understand and interpret statutes and contract agreements.
- Solid decision making skills
- Ability to work in high-paced environment while effectively juggling multiple priorities.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above eligibility requirements should submit a cover letter, a completed State Employment Application (CT-HR-12) and resume. State employees must submit two (2) most recent performance appraisals.

Eileen Morin
DAS/Small Agency Resource Team
165 Capitol Avenue, 5-East
Hartford, CT 06106
Or
Fax: (860) 713-7473

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.