



DEPARTMENT OF

# PROCUREMENT

## Contract Specialist

**Salary:** \$58,936-\$63,794

**Type:** Full Time

**Benefits:** Full Benefits

**Date Posted:** 7/15/2025

### About Procurement

The Department of Procurement makes all city purchases and sales, and makes or approves all City contracts. As a vital resource for the City of Salisbury's operations, we provide purchasing services that ensure integrity and fairness, with centralized responsibility for the management and oversight of purchasing solicitation, vendor selection and negotiation, contract award, purchase reporting, and disposal of surplus property for the benefit of City of Salisbury departments.

### Profile

Under the direct supervision of the Director of Procurement, this position performs complex duties in support of the procurement functions such as developing and conducting solicitations for goods and services and guiding, recommending and assisting user departments throughout the solicitation process with knowledge of procurement methods and procedures. This position is responsible for the efficient use of web-based procurement applications, document repositories, and disposal of obsolete or surplus material and equipment. This position will also be Acting Supervisor when the Director of Procurement is absent.

### Education

Bachelor's Degree in Business Administration, Legal Studies, Project Management or a related field plus 3 years' experience performing work in a public procurement agency or in a large volume direct purchasing environment.

### Experience

May substitute 5-7 years progressive purchasing experience or experience or other related experience for Bachelor's Degree requirement and has or is able to obtain Certified Professional Public Buyer (CPPB) credentials within 4-5 years of employment

### Requirements/Certifications

Currently possess or obtain Professional Public Buyer Certification (CPPB).

### How to Apply

**1** Visit [salisbury.md/apply](https://salisbury.md/apply)

**2** Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

## City of Salisbury, MD

### Classification Description

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Classification Title: Contract Specialist

Grade: 10

Department: Procurement

FLSA Status: NE

Date: 04/18/2024

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**Position Profile:** Under the direct supervision of the Director of Procurement, this position performs complex duties in support of the procurement function such as developing and conducting solicitations for goods and services and guiding, recommending and assisting user departments throughout the solicitation process with knowledge of procurement methods and procedures. This position is responsible for the efficient use of web-based procurement applications and disposal of obsolete or surplus material and equipment. This position will also be Acting Supervisor when the Director of Procurement is absent.

#### **Position Competencies**

**Administration/Task Completion:** Organizes and efficiently handles activities and assignments. Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Advises, educates and works with using departments on purchasing policies and procedures, and recommends solicitation strategies and/or source of supply for City procurements valued at \$50,000 or greater.
- Assists City departments in developing comprehensive and strategic solicitation packets that result in competitive and advantageous results for City purchases.
- Helps develop specifications for equipment and services.
- Evaluates solicitation responses for conformity to procurement laws and policies.
- With required approvals, prepares and administers contracts and purchase orders, including all corresponding documentation.
- Maintains contract files with current information (i.e., certificates of insurance, bonds, etc) and keeps abreast of upcoming contract renewals.
- Directs and assists callers regarding bid packages, openings, results and awards.
- Processes change orders to contracts and purchase orders.

**Skills Proficiency/Technical Aptitude:** Proficient in specific learned abilities that are needed to perform tasks. Skillful in use of tools, hardware, software, and equipment.

- Strong math and clerical skills with ability to accurately prepare and maintain fiscal and statistical files and records.
- Extensive knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant procurement software or accounting packages.

- Working knowledge of City of Salisbury's policies and procedures.
- Working knowledge of purchasing practices and procedures.
- Effectively prioritize and multitask with attention to detail.

**Leadership/Role Model:** Maximizes others' efforts through motivation, accountability, vision and strength finding. Acts a role model and peer leader among teammates and colleagues.

- Cultivates relationships with the bidder community to keep suppliers interested in responding to City solicitations.
- Acts as the facilitator between departments and suppliers to improve services or resolve issues.
- Serves as back-up to the Director of Procurement when absent or on an as-needed basis.
- Act as a representative of the City of Salisbury to the public.

**Stewardship/Resources:** Responsibly manages finances, processes and resources. Safeguards equipment, supplies and materials.

- Coordinates the sale of surplus inventory.
- Maintains confidentiality.

**Development/Professional Development:** Participates in opportunities to earn or maintain professional credentials and certifications.

- Will be cross-trained to effectively provide office support in the absence of the Parking Clerk/Buyer Asst/Buyer.

#### **Performance Competencies**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

#### **Education and Experience**

- Bachelor's Degree in Business Administration, Legal Studies, Project Management or a related field plus 3 years' experience performing work in a public procurement agency or in a large volume direct purchasing environment.

- May substitute 5-7 years progressive purchasing experience or other related experience for Bachelor's Degree requirement and has or is able to obtain Certified Professional Public Buyer (CPPB) credentials within 4-5 years of employment.
- Currently possess or obtain Professional Public Buyer Certification (CPPB).

**Physical Requirements**

- Work requires no unusual demand for physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.