

SECRETARY TO THE BOARD OF ACQUISITION & CONTRACT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Board of Acquisition and Contract, an incumbent in this position administers Board functions and directives. Authorized under Section 161.11 of the Westchester County Charter, the Board of Acquisition and Contract consists of the County Executive, Chairman of the Board of Legislators and Commissioner of Public Works. The Board shall contract for and acquire by purchase or condemnation all lands, bridges and other real property, the acquisition of which has been authorized by the County Board, and shall award on behalf of the County, all contracts, including but not limited to contracts for the construction, reconstruction, repair or alteration of all public works or improvement. The incumbent oversees and participates in preparing and arranging resolutions for meetings, developing agenda items, stamping and distributing resolutions upon Board approval, signing awarded contracts, attending bid openings and recording same, reconciling bank statements and maintaining ledger accounts. Supervision is exercised over a small number of employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews departmental requests for resolutions, proposes and arranges resolutions to the Board and develops agendas for Board meetings;

Records Board actions, prepares and distributes approved resolutions to departments and prepares and disseminates minutes of all meetings;

Receives bids, attends bid openings as a representative of the Board and records bids and assures compliance with legal and procedural requirements;

Reviews specifications and proposals for contracts and advises various departments as to contents and procedures;

Supervises the preparation, signing and distribution of bonds and contracts;

Assigns and supervises the work of employees to ensure the timely and accurate completion of activities;

Supervises distribution of plans and specifications to prospective bidders on construction projects, collects and deposits money, and refunds deposits for same from a special bid deposit checking account;

Monitors and reconciles bank statements and ledger accounts, signs checks for refunds and forfeit of moneys collected from the sale of bid specifications and plans;

Prepares materials for Board meetings and press releases, maintains files and researches past Board actions;

Supervises the preparation of monthly reports denoting status of all contracts and agreements in the process of being prepared, approved and executed by the various parties;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Responds to inquiries regarding the technical and procedural requirements relating to the completion and submission of bid documents;

Advises in the formulation and initiation of new administrative systems and procedures for efficiency.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of contract and bidding practices and procedures; working knowledge of contract laws and legal terminology; skill in reading construction specifications; ability to coordinate work with the needs of other departments; ability to supervise the work of others; initiative; reliability; integrity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) Bachelor's Degree* and four years of progressively responsible experience, including two years in a supervisory capacity; or (b) completion of two year's study at a post secondary school* and six years of the above stated experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Educational Department as a post-secondary, degree-granting institution.