

Job Title: Contract Specialist**Job Status:** Full-Time**Department:** Purchasing**Job Grade:** 604**Reports To:** Procurement Manager**Work Setting:** Hybrid**Pay Status:** Exempt**Date Created/Updated:** 9/17/2025**Location:** Service Center

Position Summary

The NBU Contract Specialist will report to the Procurement Manager and will serve as the primary reviewer of solicitations, scopes of work, and contracts to ensure compliance with NBU policies, municipal purchasing codes, and applicable state statutes. This role is responsible for managing the review and editing of RFBs, RFPs, RFQs, and various kinds of contracts, with an emphasis on drafting clear and enforceable scopes of work, and maintaining NBU's executed contract repository. The Contract Specialist partners with the NBU Legal Department, various internal stakeholders, and vendors to deliver high-quality procurement documents that protect NBU's interests and promote fair, ethical, and competitive processes.

This position requires strong technical writing, legal and policy review skills, and the ability to proactively identify risks and recommend solutions.

Essential Duties & Responsibilities

SOLICITATION AND CONTRACT REVIEW (Primary Focus)

- Review all solicitations (RFB, RFP, RFQ) for accuracy, clarity, compliance with statutes, and adherence to NBU policy before posting.
- Review contracts (Professional Services Agreements, Materials Agreements, Services and Goods Agreements, construction contracts, and various vendor-drafted contracts), identifying legal or procedural issues, and recommending corrections before execution.
- Provide strong technical writing and drafting services, ensuring all solicitation and contract language complies with state law, municipal code, and best practices.
- Edit scopes of work and specifications for clarity, enforceability, risk management, and alignment with NBU's standards.
- Advise end users and Buyers on corrections, clarifications, or alternative language to improve enforceability and outcomes.

CONTRACT ADMINISTRATION

- Maintain the Purchasing Department's repository of executed contracts within OpenGov software, tracking expirations, renewals, and re-solicitation timelines.
- Manage vendor performance reviews and maintain records of performance issues within OpenGov for use in future evaluations.
- Serve as system administrator for all OpenGov functions, including spend tracking, creation and management of templates, workflows, etc.

COLLABORATION AND SUPPORT

- Partner with the NBU Legal Department and internal customers to ensure contracts and solicitations are clear, defensible, and complete.
- Assist internal departments in vendor evaluations, ensuring compliance with ethical and statutory guidelines.
- Serve as departmental owner of all policies, procedures, and guides.
- Manage all administrative projects for the department, such as process improvements or implementation of new systems.
- Provide guidance and training to both internal and external staff on drafting effective RFPs, scopes, and contract documents.
- Respond to Public Information Act requests related to solicitations or contracts.

GENERAL RESPONSIBILITIES

- Provide timely and professional customer service.
- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to meet expectations.
- Adhere to NBU safety requirements at all times and in all situations.
- Maintain a clean and safe work area, office, field site and vehicle as applicable.
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general.
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents.
- Adhere to NBU policies and procedures.
- Exemplify NBU’s Core Values of Integrity, Stewardship, Culture, Team and Safety.
- Participate in and support initiatives to reach annual NBU Performance Measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors	include preparing solicitations, contracts and/or
Work Experience Time Frame: Three Years or More	contract amendments is preferred, but not required.-
Field of Study: General Studies	Experience in a legal setting, drafting or reviewing
Other: -Five years of professional experience in purchasing, procurement and/or contracting to	solicitations and/or contracts is preferred, but not required.

Certification and Licensures Requirements

Certification as a Certified Professional Public Buyer (CPPB) or Certified Commercial Contract Manager (CCCM) in preferred, but not required.

Other Minimum Qualifications

- Strong knowledge of municipal purchasing codes, state statutes, and procurement rules.
- Proven expertise in contract and solicitation review, risk analysis, and technical writing.
- Excellent communication, editing, and organizational skills.
- Ability to work independently, manage competing priorities, and meet deadlines.
- Proficiency with Microsoft Office Suite, Smartsheet, and contract management tools.
- Team player

- Deadline-driven
- Organized and focused
- Computer literate

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☐	☒	☐	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☐	☒	☐	☐
Microsoft Excel	☐	☐	☐	☒
Microsoft Word	☐	☐	☐	☒
Microsoft Publisher	☐	☒	☐	☐
Microsoft PowerPoint	☐	☐	☒	☐

Other Software Knowledge

Smartsheets, Microsoft Office Products, Municode

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, Fax, Scientific Calculator, drafting equipment, PC, printer, plotter, copier, scanner, vehicle, metal, measuring wheel, fire hydrant static pressure gauge, survey measuring tape

Physical Demands

Standing: Rarely

- ☐ Making Presentations
- ☒ Observing Work Sites
- ☐ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Lifting: Occasionally

- ☐ Supplies
- ☐ Equipment
- ☒ Files

Carrying: Occasionally

☐ Supplies

☐ Equipment

☒ Files

Sitting: Constantly

☒ Desk Work

☒ Meetings

☐ Driving

Reaching: Occasionally

☐ For Supplies

☒ For Files

Handling: Constantly

☒ Paperwork

☐ Monies

Kneeling: Occasionally

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☒ File Drawers
- ☐ Equipment
- ☐ Table and Chairs
- ☐ Hose

Climbing: Rarely

- ☐ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☐ Driving
- ☐ Observing Worksite

Foot Controls: Rarely

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Never

- ☐ On Ladder
- ☐ On Equipment
- ☐ On Step Stool

Other: [Click or tap here to enter text.](#)

Bending: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Choose an item.

- ☐ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Occasionally

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☐ Listening to Equipment

Twisting: Frequently

- ☒ From Computer to Telephone
- ☐ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☐	☒	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☒	☐	☐	☐	☐	☐
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☒	☐	☐	☐	☐	☐
Noise and Vibration (sufficient to cause hearing loss)	☒	☐	☐	☐	☐	☐

Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☒	☐	☐	☐	☐	☐
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☒	☐	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable Diseases	☒	☐	☐	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
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Time Pressure	☐	☐	☐	☒	☐
Emergency Situations	☐	☒	☐	☐	☐
Frequent Change of Task	☐	☐	☐	☒	☐
Irregular Schedule/Overtime	☐	☒	☐	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☐	☒
Tedious or Exacting Work	☐	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☐	☒	☐	☐

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date