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## Alabama State Port Authority Job Description

Job Title: **Contracts Specialist**

Job Code: **2250318**

Job Class: **Corp**

FLSA Status: **Non-Exempt**

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### Job Summary

This position is responsible for managing, preparing, and analyzing contracts and procurement agreements.

### Essential Functions

1. Drafts and reviews contractual agreements and revises existing contracts.
2. Ensures all contracts comply with laws, regulations, and port policy.
3. Monitors contracts and manages contract renewals and terminations.
4. Provides advice and clarification on contract terms and conditions to management and staff.
5. Locates and maintains copies of contractual records and documentation.
6. Works with legal counsel on contractual matters.
7. Coordinates with relevant departments to ensure contractual obligations are met.
8. Resolves any contract-related issues that arise.
9. Other duties as assigned.

### Supervisory Responsibility

This position has no supervisory responsibilities.

### Minimum Required Education and Experience

|                   | Minimum               | Focus Areas                                                       |
|-------------------|-----------------------|-------------------------------------------------------------------|
| <b>Education</b>  | 4-year college degree | Law, Paralegal Studies, Business Administration or relevant field |
| <b>Experience</b> | 4 years               | Contract administration                                           |

**Substitutions allowed for Education:** Indicated education required; no substitutions allowed.

**Substitutions allowed for Experience:** Indicated experience is preferred but not required.

**Minimum Required Knowledge:**

In-depth understanding of contractual language.

Strong analytical skills.

Excellent attention to detail and the ability to spot errors and inconsistencies.

Excellent communication skills.

Excellent writing and editing skills.

Government and/or military contract experience preferred.

**Certification or Licensure Requirements**

None

**Physical Requirements/ADA**

Prolonged periods of sitting at a desk and working on a computer. Occasionally it requires standing and lifting up to 25 pounds.