

Connecticut General Assembly
JOB OPPORTUNITY
Contract Analyst

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

Open To: The Public

Location: Hartford

Hours: Full-time

Salary: \$73,255 plus State Pension and Health Benefits

Closing Date: January 6, 2023

General Knowledge:

The Office of Legislative Management at the Connecticut General Assembly is seeking a nonpartisan Contract Analyst with strong procurement experience. The selected individual will be responsible to independently performing a full range of tasks in the procurement of commodities and/or services for the legislature. Work is performed with limited supervision and requires independent judgment and the ability to deal with various individuals and groups. Responsibilities include: Writing and editing contracts and requests for proposals (RFP); Evaluating RFP responses and overseeing the bidding process; Developing subjective evaluation and award criteria; Analyzing and establishing pricing strategies; Negotiating contract terms and conditions; Coordinating vendor performance to ensure contract compliance; Conducting research using legal databases; Reviewing invoices for payment; and identifying and recommending process improvements.

Minimum Requirements:

Requires a Bachelor's degree plus two year's related experience or any equivalent combination of education and experience; Experience with legal writing, contract drafting ; Strong interpersonal skills including initiative, leadership and tact; Excellent verbal and written communication skills; Strong analytic, research, problem solving and negotiation skills; Ability to utilize available technology to generate reports and analyses; Ability to manage projects; and ability to act professionally, objectively, and impartially in all dealings.

Preferred Skills:

Public Procurement and Contracting Experience; Knowledge of related State procurement laws; Knowledge of procurement practices and procedures; Paralegal Certificate; Certified Professional Public Buyer Certification

Application Instructions:

Qualified candidates who meet the above requirements should submit a cover letter and resume by 5:00 pm January 6, 2023, to CGAEMPLOYMENT@cga.ct.gov . **Resumes without a cover letter will not be considered.**

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.