

Connecticut General Assembly
Job Opportunity
Principal Contract Analyst
Supervisor of Contract Division

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

Open To: The Public
Location: Hartford
Hours: Full-Time, On-site
Salary: Starting Salary \$105,316
Closing Date: 5pm November 4, 2022

General Knowledge:

The Office of Legislative Management at the Connecticut General Assembly is seeking a nonpartisan Principal Contract Analyst with strong procurement experience. The selected individual will be responsible for independently performing a full range of tasks in the procurement of commodities and/or services for the legislature. Work is performed independently and requires judgment and the ability to work 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. Overseeing contacting analysts.

Minimum Requirements:

Requires a Bachelor's degree plus nine 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. Proven ability to supervise employees at a lower level in professional work.

Preferred Skills:

Public Procurement and Contracting Experience; Knowledge of related State procurement laws; Knowledge of procurement practices and procedures; Certified Professional Public Buyer Certification. Law Degree preferred.

Application Instructions:

Qualified candidates who meet the above requirements should submit a cover letter and resume by 5:00 pm November 4, 2022 to CGAemployment@cga.ct.gov with the subject line Principal Contracting Analyst.

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.