



JOB ANNOUNCEMENT OIG CONTRACT OVERSIGHT SPECIALIST

The Miami-Dade County Office of the Inspector General (OIG) is seeking a qualified individual for the position of Contract Oversight Specialist. The OIG's Contract Oversight function is housed in the Legal Unit, and is an integral part of the OIG's holistic approach to advancing the mission of the Office. The Contract Oversight Specialist position is a highly responsible position within the OIG that reports directly to the OIG's General Counsel. The successful candidate must possess sound judgment, be able to provide objective and articulate analysis, and have excellent writing skills.

NATURE OF WORK

Professionals in this position provide general observation, oversight, and analysis of various aspects of the governmental contracting process, including bid process, competitive selection and evaluation, negotiations, and contract implementation. Primary objectives are: to ensure transparency; to safeguard tax dollars against fraud, waste and abuse; to evaluate and report to stakeholders on the reasonableness of proposed contractual items, including the means and methods to achieve intended results; and to assess contractor performance and compliance with contractual terms, and other statutory, administrative and regulatory authorities. Contract Oversight Specialists notify the Inspector General and the OIG executive team of any detections of suspected conflict of interest, fraud, waste, or abuse, which may warrant further investigation or audit. The work activity of OIG Contract Oversight Specialists is performed in accordance with the Association of Inspectors General's *Principles and Standards for Office of Inspector General, Quality Standards for Inspections, Evaluations, and Reviews*.

ILLUSTRATIVE TASKS

- Ensures that proposed negotiated terms of contract are consistent with the bid or request requirements
- Performs independent performance analysis of proposed contracts
- Performs complex financial and/or statistical analyses of proposed contracts and interprets results
- Attends meetings to observe process and interviews project staff to obtain information relative to contract oversight
- Researches project issues or areas of concern
- Reviews proposed contracts to determine efficiency and/or cost effectiveness

- Performs an independent evaluation of internal procedures, controls and contract management to determine the adequacy, effectiveness and sufficiency to validate and verify that all work being performed is within the scope of the contract and that the County has received all required contract deliverables
- Observes activities at project sites to evaluate the operations against defined objectives
- Reviews the processes for initiating and issuing contract modifications
- Reviews and assesses proposed change order requests, change directives, and change orders for reasonableness
- Assesses changes in scope, delays and impacts to project schedule
- Maintains current knowledge of design, engineering, construction and construction management principles
- Acts in a quality assurance capacity to ensure that departmental staff is providing quality control
- Briefs supervisory personnel on assignment status, presents preliminary findings, evaluates effectiveness of the assignment work program, and suggests changes to the assignment's plan, scope, or objectives based on an evaluation of current data and any preliminary findings
- Writes reports and memoranda to document and present observations, findings, and recommendations

KNOWLEDGE, ABILITIES, AND SKILLS

Working knowledge of governmental contracting practices, financial principles, construction management, design principles, and/or government operations. Excellent computer skills including word processing applications, spreadsheet applications and internet research skills. Familiarity with project management and project scheduling software is desirable. Must be able to organize and maintain large volumes of documents. The professional in this position must be highly observant, possess reasoned and sound professional judgment, exercise poise and tact, work well with others, and have considerable written and oral communication skills.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited university in Accounting, Business Management, Finance, Public Administration, Construction Management Engineering, Architecture, or related field.
2. Eight years of progressive experience in administrative, operational, or managerial functions; or experience in investigations or auditing or public entities, programs, and contracts, or a combination thereof. Master's Degree in a related field or Juris Doctorate may substitute for four years of professional experience.

3. Professional designations, such as Professional Engineer, Registered Architect, Project Management Professional (PMP), Certified Fraud Examiner (CFE), preferred.

SALARY

The salary range for a Contract Oversight Specialist is \$60,000 to \$125,000, commensurate with experience and as determined by the Inspector General.

Interested applicants are strongly encouraged to visit the Miami-Dade County OIG website at www.miamidadeig.org to learn more about the office.