

**ISSUED: 1-26-15**

**CLOSES: OPEN**

Position: **INSPECTOR GENERAL CONTRACT OVERSIGHT SPECIALIST II**  
Salary: \$60,910 Annually, Negotiable Depending on Qualifications  
Department: Office of Inspector General, Palm Beach County  
Location: 100 Australian Avenue, WPB  
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday  
Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.  
**THIS IS AN AT-WILL POSITION.**

Performs professional work assisting the Inspector General Contract Oversight Manager by providing general observation, oversight and analysis of various aspects of the governmental contracting process to include bid solicitation, evaluation, negotiations and contract implementation which include design and construction and delivery of goods and services. Functions are performed in accordance with the Association of Inspectors General's Principles and Standards for Office of Inspector General, Quality Standards for Inspection, Evaluations and Reviews. Responsible for ensuring that tax dollars are spent efficiently and wisely; and, that decision makers' actions are transparent, fair, objective, honest and most importantly, without bias or prejudice. Work is performed under the supervision of the Director of Contract Oversight.

**Required knowledge/abilities include:** Extensive knowledge of the principles, practices, methods and procedures of contracting. Extensive knowledge of the laws, rules and regulations applicable to governmental contracting and oversight. Ability to plan, organize, direct and coordinate daily work activities. Ability to communicate effectively, both orally and in writing. Ability to develop training presentations related to contracts and fraud indicators. Ability to effectively plan, organize and coordinate contract oversight work assignments. Ability to adjust work hours/schedule occasionally if necessary to meet time critical demands of priority assignments. Ability to establish and maintain effective working relationships with elected officials, County administration and its departments, other agencies and the public. Ability to work with local, state and federal law enforcement agencies and the Judiciary.

**Successful candidates will possess:** Bachelor's Degree in Accounting, Business Management, Finance, Public Administration, Construction Management, Engineering, Architecture; minimum of five (5) years of progressively responsible experience in one (1) of the following areas: Government contracting as a primary or administrative contracting officer **OR** acquisition program management as a Program Manager with direct accountability for cost, schedule and performance **OR** engineering project management overseeing programs in excess of \$5M **OR** criminal

investigations conducting contract fraud and oversight of public entities, programs and contracts or any equivalent combination of related training and experience.

**Preferred qualifications include:** Working with a federal, state or local governmental agency. Working knowledge of State/Local procurement practices and procedures.