

## CAREER ROUTES FOR CONTRACTS SPECIALIST SERIES

A Roadmap to career mobility and advancement.

## CAREER ROUTE CONTRACT SPECIALIST SERIES

<u>Director-Level</u>

Assistant Director Level

Mid-level Manager

Lead supervisory advanced level

Experienced Level

Entry-Level

**Director of Procurement & Materials Mgmt** 

Education: Bachelor's Degree
Experience: 8 years , 4 years supervisory

**Assistant Dir. Procurement & Materials Mgmt** 

Education: Bachelor's Degree Experience: 7 years, 3 years supervisory

**Contract Services Manger** 

Education: Bachelor's Degree Experience: 5 years, 2 years supervisory.

**Senior Contract Specialist** 

Education: Bachelor's Degree
Experience: 5 years of experience performing contract administration and procurement.

**Contract Specialist** 

Education: Bachelor's Degree
Experience: 3 years of professional-level or 2 years at the District's
Assistant Contract Specialist classification.

**Assistant Contract Specialist** 

Education: Bachelor's Degree
Experience: 3 years of Administrative/Clerical or 1 year at the District's
Contract Specialist level.

Buyer

Education: Associate Degree Experience: 1 year at the District's Assistant Buyer Recommendation: An Administrative position that is at same grade as buyer.

Salary Plan – Unrepresented Grade 14 FLSA – Exempt

Salary Plan – Unrepresented Grade 12 FLSA – Exempt

Salary Plan – Unrepresented Grade 11 FLSA – Exempt

> Salary Plan – AFSCME Grade 09 FLSA – Exempt

> Salary Plan – AFSCME Grade 07 FLSA – Exempt

Salary Plan – AFSCME Grade 05 FLSA – Non- Exempt

Salary Plan – AFSCME Grade 04 FLSA – Non- Exempt