



Franklin County Children Services has a current vacancy for:
Contract Evaluator/Negotiator (Procurement Specialist)

Location: Columbus, OH

Job Type: Full-Time, Non-Exempt - 40 hrs.

Starting Salary: \$21.11 per hour

Key Responsibilities:

- Prepares RFP and ITB solicitation documents and manages the RFP/ITB process
- Reviews and analyzes proposed contracts for compliance to agency and/or government rules, regulations, and standards
- Negotiates contract changes, monitors contract compliance
- Serves as technical/information resource to FCCS staff regarding procurement and contracting

Preferred Qualifications:

- Master's or Bachelor's degree in Business or Public Administration and minimum two years experience in government procurement including contract administration
- Knowledge of procurement statutes, rules and regulations

How to Apply:

Please send your resume and cover letter to fccshr@fccs.us

For information on FCCS, including more information on employee benefits and our company culture, visit our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>.

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.