



**Submit resume and cover letter to:**  
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**Posted:** 4/18/2025  
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## Contracts Specialist I

Division/Department: Finance and Administration/Contracts Department  
Reports to: Contracts Department Manager  
Location: Berthoud, CO  
Type of Position: Full-time  
Status: Non-exempt  
Salary Range: \$35.79 - \$43.40

### GENERAL STATEMENT

The Contracts Specialist I supports the administration of various service agreements and assists the Contract Specialist II in working with Project Managers throughout the contract process. This position verifies that contracts are in final form for execution and secures required bonds and insurance certificates. The Contract Specialist I monitors various deadlines, coordinates Board reviews, and updates contract databases. Additionally, this position maintains accurate records and complies with organizational policies and best practices.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the administration of various agreements used in the acquisition of services (consulting, construction, and intergovernmental).
- Assists project managers through the contract process.
- Serves as a liaison with Project Leads, contracting representatives, and Legal Counsel and Risk Management to ensure compliance and resolve issues.
- Drafts contract documents utilizing established templates with Legal Counsel and Risk Management consultation that, include terms, specifications and insurance requirements.
- Updates and monitors contract dates, progress and compliance.
- Submits requests for deviations from contract specifications and insurance requirements for review by Legal Counsel and Risk Management.
- Records and monitors contract deadline dates and certificate of insurance expiration dates.
- Updates and monitors contract dates, progress and compliance.
- Presents summarized agreement details and scope of work to the Board of Directors for contract approval at the monthly board meeting.
- Enters all relevant information into the contracts management and Infor databases.
- Accurately profiles and retains documents in Northern Water's document management program, Edocs.

- Follows organizational operating policies, procedures, and strategies.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other job-related duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

#### **Education**

- Associate's degree in the legal field or business administration preferred or equivalent combination of experience, education, and training.

#### **Experience**

- A minimum three years of experience in contract management and legal research or associated fields.
- A working knowledge of a wide array of contracts and their administration.

### **LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS**

- Valid driver's license.
- Must have or acquire a Notary Public certification within six months of employment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge**

- Proficiency in organizing, and maintaining comprehensive records and documentation, ensuring accuracy and accessibility.
- Familiarity with contract management and contract specifications, enabling effective oversight and compliance.

#### **Skills**

- Skilled in managing multiple tasks and objectives simultaneously, maintaining organization and prioritization to ensure efficient and timely completion.
- Receptiveness to evolving technical, administrative, and legal environments.
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, and Teams).
- Technical and professional writing abilities, with a strong emphasis on clarity, precision, and effective communication (verbal and written).
- Proficient in record-keeping, office management, data collection and evaluation ensuring accuracy and efficiency in all administrative tasks.
- Strong teamwork skills, with the ability to collaborate effectively with diverse teams, foster a positive work environment, and achieve common goals.
- Problem-solving skills, with the ability to analyze complex issues, develop innovative solutions, and implement effective strategies to overcome challenges.

#### **Abilities**

- Cultivating and maintaining effective working relationships with a wide variety of constituents.
- Detail oriented with a high degree of accuracy.
- Problem-solving through research and data gathering from various sources.
- Effectively organizing and prioritizing tasks to ensure timely and efficient completion of work.
- Demonstrated ability to work independently and manage responsibilities with minimal supervision.
- Maintaining strict confidentiality and handling sensitive information with discretion and integrity.

### PHYSICAL REQUIREMENTS

- Requires prolonged sitting, standing, walking, and some bending and reaching.
- Ability to lift documents and materials up to 25 pounds.
- Requires grasping, repetitive hand movement, and fine coordination in using a computer.
- Must be able to meet the physical requirements of a post-job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

### OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for the job and image of Northern Water.

**This job description in no way states or implies that these are the only duties to be performed by this employee.**

**Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**