



Contract Specialist I #00672

City of Virginia Beach – Job Description

Date of Last Revision: November 10, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 20

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Review and verify payment; and invoice, review and prepare Change Orders, Works Orders, Formal Notification and other contract amendments and contracts to ensure compliance with Federal, State, Local laws and Ordinances and administrative directives.

Representative Work Functions and Responsibilities

- Review and process payment applications for city projects; and verify payment amounts and compliance to contract documents.
- Review and prepare change orders, formal notifications and other amendments to contracts to ensure compliance with the contract terms for proper processing and payment of invoices.

- Maintain supporting files and database of project expenditures, capital outlays, etc., and coordinate with finance department to encumber and code funds properly.
- Answer inquiries from architects, engineers and contractors relating to project document payments.
- Review requisitions, accident reports, and expenditures ensuring proper completion and accuracy.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Adequately review and check payment applications for accuracy compliance with contract requirements.
- Adequately review and prepare change orders, work orders, formal notifications and other related contract documents to ensure conformance with contract requirements.
- Adequately prepare reports and correspondence and keep accurate records of project documents.
- Maintain courteous and professional relationships with architects, engineers, contractors and other city staff.

Minimum Qualifications

High school or GED plus three (3) years in fields providing the required knowledge, skills, and abilities, such as bookkeeping/accounting relating to construction contracts and invoices; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.