



## CONTRACT SERVICE SPECIALISTS

The City of Baltimore Department of General Services is seeking highly qualified, results-oriented professionals to serve as Contract Service Specialists.

The Contract Service Specialist

- Performs moderate to complex work in a highly specialized field
- Prepares, types, formats and edits a variety of correspondence and narrative reports of moderate to high complexity using automated software.
- Enters, retrieves and updates information using computer software applications.
- Attends meetings and hearing on behalf of the Department
- Performs related work as required.

### Minimum Education and Experience Requirements:

Bachelor's Degree or post-graduate degree in one of the following fields: architecture, design planning, finance, accounting, environmental studies, public policy and administration, or a related field. 1-2 years' experience working in the same field OR an equivalent combination of education and experience.

### Compensation

Salary is commensurate with level of education or experience.

For consideration, please send cover letter and resume referencing the job title to:

**Baltimore City Department of General Services**  
**200 N. Holliday St. 8<sup>th</sup> Floor**  
**Baltimore, Maryland 21202**  
**[DGS\\_HR@baltimorecity.gov](mailto:DGS_HR@baltimorecity.gov)**  
**Attention: Erica Gee, HR Assistant II**

**Baltimore City is an equal opportunity employer.**