



## **CLASSIFICATION DESCRIPTION**

**TITLE: PROCUREMENT CONTRACTS COORDINATOR JOB CODE: 16 (Exempt)**

### **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of this job is to support management with technical compliance of various departmental project contracts. An employee in this class is responsible for assisting in the development, evaluation, award, and administration of all contracts and in the collection of data necessary for the preparation and modification of these contracts. Work requires exercising considerable independent judgment and initiative in developing contract specifications, monitoring procedures, and ensuring the achievement of contract administration objectives. Performs related work as directed.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Develops, maintains, and negotiates contracts for goods and services, including construction.
- Assists in the review of Requests for Proposals (RFPs), Requests for Qualifications (RFQs), Requests for Information (RFIs), and the planning and execution of the Competitive Consultants Negotiation Act (CCNA) process to ensure compliance with the Florida Statutes.
- Interfaces with City Attorney for the review, editing, and negotiating of vendor form contracts to mitigate contract risk.
- Analyzes contracts for cost-effectiveness and provides reviews or develops change orders, supplemental or modification agreements, and addendums as appropriate.
- Ensures delivery of excellent and timely customer service to City personnel and vendors involved in the procurement process.
- Coordinates with state and federal offices on applicable contractual obligations.
- Maintains records of contracts affecting the City and reviews all agenda items related to contracts.
- Coordinates with Procurement Coordinators regarding the progress of the projects through bid process, and all phases of contract review and completion.

- Acts as representative in matters related to specification compliance and contract compliance.
- Citywide central point of contact for the procurement of insurance. Oversees and maintains a variety of insurance-related records and performs related posting and calculations, e.g., insurance plans, invoices, insurance coverage, and related documents.
- Maximizes the use of technology to automate purchasing processes, increase efficiencies, and ensure compliance with purchasing and financial policies.
- Develops and maintains Financial Services Department policies and procedures.
- Prepares agenda items on behalf of the Financial Services Department.
- Coordinates with applicable agencies for technical assistance on projects.
- Basic knowledge of applicable Florida Statutes to assist with compliance with the CCNA process and Purchasing Law.
- Participates in emergencies as it relates to preparation and logistics for vendors, contracts and suppliers for emergency supplies.

### **MINIMUM TRAINING AND EXPERIENCE**

- Bachelor's Degree in Business, Finance or Public Administration
- Minimum of 2 – 3 years of experience negotiating and drafting a variety of contracts including professional services/consulting agreements, master services agreements, price agreements, software licensing and software as a service agreements, and marketing agreements, as well as drafting amendments and renewals.
- Preferred: Juris Doctorate or Certified Paralegal

### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

- Must possess and maintain a valid Florida Driver's License.
- Preferred: Certified Procurement Professional (CPP), Contract & Commercial Management (CCM)

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Ability to understand, follow and direct written and oral instructions.

- Thorough knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Skill in the principles and practices of governmental purchasing management and analysis.
- Ability to develop and implement policies and procedures for the utilization of vendor catalogs, commercial registers, directories, office files, and other recourses for the procurement of goods.
- Skill in performing a routine to moderately complex mathematical computations and tabulations accurately and efficiently, as they relate to purchasing.
- Ability to read, update, evaluate and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Excellent verbal and written communication skills and experience in managing multiple and diverse stakeholder groups.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Skill in establishing and maintaining effective working relationships with all City personnel, departmental personnel and supervisors, and vendors.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

The City of Palm Coast is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Palm Coast provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.