



## **CLASSIFICATION DESCRIPTION**

**TITLE: CONTRACTS COORDINATOR**

**JOB CODE: 17 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of this job is to support management with technical compliance and administration of various departmental projects. 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. Administrative support responsibilities are primarily in developing efficient department office systems, information processing, and budgets administration. Work requires exercising considerable independent judgment and initiative in developing contract specifications, contract 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 contracts for services and/or goods.
- Maximizes the use of technology to automate purchasing processes, increase efficiencies, and ensure compliance with purchasing and financial policies.
- Analyzes contracts for cost effectiveness and provides reviews or develops change orders, supplemental or modification agreements, and addendums as appropriate.
- Coordinates with applicable agencies for technical assistance on projects as required.
- Monitors and reviews projects progress, and recommends the approval or withholding of interim and final payments.
- 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 agency.

- Coordinates the preparation and review of specifications for contracts and new or replaced equipment.
- Plans, monitors and facilitates the progress of the projects through contract review, bid process and all phases of contract completion.
- Acts as representative in matters related to specification compliance and contract compliance.
- Manages and coordinates the City's risk management program; organizes and assists with City-wide risk review and assessments.
- Processes liability claims; administers audits and assists insurance adjusters with property and liability claims.
- Participates in the City's Safety Team, assists with City-wide safety training, and integrates all activities toward achievement of City safety goals and objectives.
- Receives inquiries and requests from employees and the general public, through friendly, professional customer service skills, ascertains the needs of the customer and provides appropriate assistance and information; responds to escalated customer service issues.
- Oversees risk management and databases; maintains a variety of records and performs related posting and calculations, e.g., insurance plans, invoices, insurance coverage, and related documents.
- Performs related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Business or Public Administration or a related field; supplemented by three (3) years progressively responsible experience in contract administration and/or risk management; or an equivalent combination of education, training and/or experience.

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

Must possess and maintain a valid Florida Driver's License.

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

- Ability to understand, follow and direct written and oral instructions.
- Ability to effectively supervise a staff comprised of entry level staff engaged in carrying out division functions.
- 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 procedure for the utilization of vendor catalogues,

commercial registers, directories, office files and other recourses for the procurement of goods.

- Skill in performing 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.
- Ability to clearly communicate information both verbally and in writing.
- 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.