CLASS TITLE: Contracts Coordinator

CHARACTERISTICS OF THE CLASS: Under direction, coordinates and directs the preparation and processing of procurement contracts for a City department; and performs related duties as required.

ESSENTIAL DUTIES: Directs and coordinates the preparation and processing of departmental contracts, suborders and direct vouchers for the procurement of materials, supplies and services; supervises and directs staff engaged in contract and payment processing activities; reviews purchase requisitions for accuracy, funding availability and conformance with City procurement policies and procedures; approves requisitions and assigns to staff for further processing; negotiates and monitors minority and women’s business participation to ensure departmental contracts meet City goals; reviews bids and proposals and makes award recommendations to the Department of Purchases, Contracts and Supplies; prepares and processes contract revisions, amendments and extensions, oversees the preparation and processing of vendor payments; serves as liaison to the Departments of Law, Finance and Purchases, Contracts and Supplies to expedite and trouble shoot contract related problems.

RELATED DUTIES: Prepares various contract status and summary reports; supervises the maintenance of contract records and related documents; develops and revises contract specifications for materials, supplies and services; monitors vendor performance to ensure compliance with contract terms and conditions.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor’s degree supplemented by four years of progressively responsible experience in the procurement of a variety of materials, supplies and services, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the procurement methods utilized by the City. Considerable knowledge of the legal, technical and financial aspects of procurement. Considerable knowledge of the techniques of contract negotiation.

Ability to supervise and review the work of contract and payment processing staff. Ability to evaluate and determine conformance
to contract specifications, quality and price proposals. Ability to prepare and interpret contracts.

Considerable skill in the application of procurement methods and procedures. Considerable skill in the interpretation and application of purchasing policies. Good negotiation skills. Good oral and written communication skills.

Working Conditions: General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 1995