

CONTRACT/LEASE COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, the Contract/Lease Coordinator performs a wide variety of highly complex and responsible technical and administrative duties such as preparing requests for qualifications; reviewing proposals and administering, reviewing, auditing and negotiating contracts or leases; and conducting routine inspection duties. Responsible for ensuring contractual delivery and financial compliance and for performing related duties as assigned.

CLASS CHARACTERISTICS

This position works to ensure that specifications are worded clearly and unambiguously; see that terms and delivery dates are accurate; generates cost proposals and pricing information; analyzes vendor proposals to be sure they meet all requirements; compares bids and awards contracts. Reviews vendor invoices for accuracy and adherence to specifications; assists and makes recommendations to the department director in regard to budget preparation, program changes, goal establishment and short and long range planning; may provide supervisor of outside consultants and/or contractors. Monitors contract performance and recommends action to identify and correct problems. Serves as the liaison between the City and representatives of the contract; compiles statistical and informational for use in reports and presentations. Participates in the inspection of project sites to ensure contract compliance.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Serves as the primary contact and liaison for administrative oversight of assigned contracts and contractors; ensures all agreements, records and reports are maintained accurately and on schedule; maintains calendars and schedules to ensure all deadlines are in contract or lease compliance; assists in developing the work plan for the contractor; provides direction to contractors and consultants; inspects the work of contracted workers to ensure financial compliance, adherence to all contract provisions, including but not limited to maintenance and repair requirements, and conformance to applicable City regulations; develops procedures and obtains resources necessary to assist in resolving operational and administration problems associated with contract or lease administration; reviews and recommends expenditure requests for designated accounts; monitors approved budget accounts; processes invoices as needed; prepares and revises operating procedures, rules and regulations upon request; maintains files, reports and statistical information as required; composes correspondence related to assigned area of responsibility; responsible for ensuring contractual delivery and financial compliance; handles tenant/contractor issues; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services, activities and practices of assigned contract area.
- Principles and practices of program development and administration.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Basic knowledge of Federal, State, and local laws, codes, and regulations pertaining to assigned contract area.
- Principles of supervision and training.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- English usage, spelling, grammar, and punctuation.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

Ability to:

- Perform responsible administrative support duties involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Maintain and update accurate records and files.
- Implement and maintain standard filing systems.
- Prepare clear and concise administrative and financial reports.
- Maintain records and reports.
- Perform basic arithmetic calculations accurately.
- Work independently in the absence of supervision.
- Operate and use modern office equipment including a computer and various software packages.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience: Two years of increasingly responsible administrative experience including one year of program and or contract responsibility.

Training: Equivalent to the completion of the twelfth grade supplemented by college level course work in public administration or a related field.

WORKING CONDITIONS

Environmental Conditions: Office and/or field environment; travel from site to site; exposure to traffic, noise, dust, smoke, fumes, gases, weather conditions, uneven terrain, computer screens; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; speaking, and hearing to exchange information; visual acuity to read and interpret information.

Probationary Period: Six months.