

CLASS TITLE: CONTRACTS COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the preparation, review, facilitation and coordination of contracts and contract procedures for various departments; and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares and reviews bid and contract documents to acquire property for public infrastructure improvement projects or establish lease agreements for revenue production
- Monitors and analyzes contracts to determine compliance with various agreement terms, specifications and requirements
- Monitors and analyzes contracts for compliance with various federal, state, and local regulations, laws and ordinances
- Prepares and processes contract change orders and amendments, ensuring compliance with all requirements
- Coordinates contract addendum, notifying all parties prior to closing of bids and real estate transactions
- Coordinates with design and inspection personnel on all matters relating to contract procedures
- Develops procedures for providing relocation information to property owner and records required for project acquisition certification under state and federally funded projects
- Relocates tenants, including property leave notices, rental and moving and expense benefits payments in some positions
- Processes partial/estimate payments to contractors/tenants and payments to property owners, verifying completion of work and requirements prior to processing payments
- Sets time schedules for entire bidding process and real estate transactions
- Serves as liaison between the City and various contractors on matters relating to proper contract preparation
- Prepares plans and writes specifications for small engineering projects in some positions
- Attends and/or conducts meetings and conferences
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in project management, construction management, real estate or a related field and at least two (2) years of responsible experience in monitoring projects and contracts; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of contract management principles and practices; considerable knowledge of federal, state and local laws pertaining to government contracts; considerable knowledge of contract preparation procedures; good knowledge of legal principles, procedures, ordinances and statutes related to contracts/agreements and various types of insurance coverage; and good knowledge of legal terms and general business procedures and practices. Ability to analyze and interpret legal contracts for lease agreement, construction and/or acquisition of public projects; ability to communicate effectively in both verbal and written form; ability to operate computer software for word processing, spreadsheets and/or management systems; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 50 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors and in inclement weather.

Class Code: 2569

EEO Code: N-02

Pay Code: AT-32

Group: Engineering, Planning, and Technical

Series: Subprofessional Engineering and Technical

Effective date: October 16, 2008