

CLASS TITLE: PURCHASING CONTRACTS COORDINATOR

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

ESSENTIAL TASKS:

- Prepares and reviews terms and conditions of invitation for bid, request for proposal and contract documents to acquire equipment, supplies, materials, contractual services and professional consulting services
- Monitors and tracks contracts to ensure their timely execution and renewal
- Monitors and analyzes contracts for compliance with various federal, state and local regulations, laws and ordinances
- Prepares and processes contract amendments
- Monitors and tracks contract issues in order to improve the first-pass-yield for contracts through the approval process
- Coordinates with user departments on all matters relating to contracts and contract procedures
- Develops procedures for ensuring contractors' compliance with contract requirements
- 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 public administration, business management, purchasing or a related field and at least two (2) years of responsible experience in administering 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 contracts for government procurement; considerable knowledge of contract preparation procedures; and good knowledge of legal terms and general business procedures and practices. Ability to analyze and interpret legal contracts for the procurement of equipment, supplies, materials and services; ability to communicate effectively in both verbal and written form; ability to operate computer software for word processing and spreadsheets; 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.

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: 2582

EEO Code: N-02

Pay Code: AT-32

Group: Fiscal

Series: Purchasing and Stores

Effective date: March 18, 2008