



CONTRACT COORDINATOR

Job Code: 127BOE
Bargaining Unit: 06
Effective Date: 01/20/1998

Description of Work

General Statement of Duties

The purpose of this position is to review contract language to ensure that the contract is developed with provisions that are in the best interest of the District and to monitor the status of contracted services within the District.

Supervision Received

This position reports directly to the Purchasing Manager.

Supervision Exercised

None.

Typical Duties Performed

The primary duties of this position will include reviewing all contract documents, providing assistance to contract administrators, providing assistance to the purchasing department and maintaining all contract files. The essential job functions include, but are not limited to, the following fundamental duties:

Provide assistance to the contract administrator in the identification and resolution of problems that result from all stages of contract formation. Review contract terms and conditions for accuracy and provide advice/guidance to contract administrators.

Review, approve, modify or reject contracts to comply with policies and procedures so that overall quality of contracts is improved and contracts are executed in an efficient and timely manner.

Examine contracts for content, purpose, propriety and budget specifications. Determine that contractor's duties and method of payment are clearly defined. Review contract language with corporate legal staff and evaluate the impact of laws and regulations.

Correspond with vendors regarding status of outstanding issues or problems. Provide guidance for contract compliance including renewal process.

Review and approve all accounting and business documents processed against contracts and grants. Reconcile vendor invoices before payment.

CONTRACT COORDINATOR

Typical Duties Performed (continued)

Report revenue and cost data for the attention of management.

Maintain the contract document file and the contract status database.

Train contract administrators in policies and procedures for contract formation.

Coordinate with the Office of Innovation and Development whenever contracts for grants are initiated.

Provide assistance to the purchasing manager in review of purchase orders and associated contracts.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Knowledge of contract management sufficient to assist administrators in the research, planning and development of new contracts and the review of existing contracts.

Legal aptitude, including the ability to relate to the legal staff in solving problems based on contract and business law and to formulate contracts using legal department approved terms and conditions.

Administrative skills, including the ability to communicate orally, to write concisely and clearly, and to analyze and synthesize information.

Minimum Qualifications

Bachelor's degree in business administration, public administration, accounting, or a related field and two years of experience in contract administration. A Juris Doctor degree will substitute for one year of the required experience.