

CLASS SPECIFICATION
Facilities Contracts Coordinator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, coordinates contracting activities and prepares related documents for City-wide facilities construction and maintenance services; develops, maintains and implements procedures which ensure the adequacy of contract requirements and specifications as well as compliance with law and policy; expedites the processing of contracts by developing and using effective tracking mechanisms, and by monitoring and modifying procedures and work processes to enhance efficiency; develops and prepares contracts, supporting documentation, change orders, enabling ordinances, etc. Supervises administrative support staff; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Facilities Contracts Coordinator develops, maintains and implements procedures for preparing, tracking and processing contracts for City-wide facilities construction and maintenance, including associated Professional, Technical, Expert (PTE) contracts. The incumbent develops, writes, and maintains procedures handbooks and manuals relating to construction and facilities maintenance contracting; monitors and modifies procedures as necessary to enhance efficiency and effectiveness; ensures compliance with legal and policy requirements by monitoring adherence to procedures; works with project and property managers to develop and prepare contract documents, specifications, change orders, and amendments; prepares and processes supporting documentation, reports, and ordinances; tracks and coordinates contracting activities by developing record keeping systems and databases; assists upper management with facilities contract-related matters as needed.

The Facilities Contracts Coordinator is distinguished from other administrative classifications by the incumbent's responsibility for coordinating contracting activities for Citywide facilities and maintenance services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Develops, implements and monitors work plans to achieve the work unit's mission, goals and performance measures; develops, implements and evaluates processes, systems and procedures to achieve bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, integrates and evaluates the work of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for

performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Works with staff to develop and retain a highly competent, service-oriented work environment that support the City's and bureau's mission, objectives and service expectations; participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Develops and implements policies and procedures for preparing and processing facilities construction and maintenance contracts, associated Professional, Technical, Expert (PTE) contracts, and amendments and change orders; ensures legal compliance and adherence to City policies by monitoring compliance with procedure.
5. Develops and processes solicitation documents, specifications for major maintenance, capital improvements and services, and amendments and change orders for project and property managers as well as for upper management.
6. Researches, prepares, and processes supplemental documentation, ordinances, and reports.
7. Works with the Bureau of Purchases, the City Attorney's Office, the Auditor's Office, etc., to expedite contracting processes.
8. Monitors contracting procedures to ensure overall quality and adherence to applicable laws, rules, policies, and administrative procedures.
9. Develops and maintains a standard specification file.
10. Monitors and reports on the status of contracts; tracks deadlines and expiration dates; tracks currency of supporting materials, such as insurance certificates.
11. Provides weekly schedules of bid timelines and critical dates; keeps project and property managers informed of the status of their contracts.
12. Develops and maintains databases and filing systems required to manage, integrate, and report on program activities.

OTHER DUTIES

1. Provides notary services.
2. Evaluates Pre-Qualification applications for numerous classes of work.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of public agency purchasing and contracting, including competitive bidding procedures.
2. Construction contract development and technical specification writing.
3. Applicable municipal and state laws and regulations governing City contracting activities, including those related to minorities, women and emerging small business (MWESB) firms.
4. Minority and women's issues in the construction field.
5. Record keeping practices and procedures related to a contracting function; contract data information systems.
6. Principles and practices of sound business communication, and collaborative problem solving.
7. Principles and practices of effective supervision.
8. City human resources policies and labor contract provisions.

Ability to:

1. Plan, coordinate, and evaluate complex work programs including many diverse elements.
2. Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations.
3. Supervise assigned staff effectively.
4. Present proposals and recommended courses of action clearly and logically.
5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Understand, interpret, explain, apply and enforce municipal and state law and regulation governing contracting procedures.
7. Develop and implement sound, efficient, cost effective contracting standards, procedures and processes.
8. Instruct others on contracting processes and procedures.
9. Communicate clearly and effectively orally and in writing.

10. Prepare clear, accurate and concise records and reports.
11. Establish and maintain highly effective working relationships with City managers, staff, contractors, suppliers, vendors, community and industry/trade organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, public administration, finance, or a closely related field; and at least two years of progressively responsible experience in contracting for a variety of construction and facilities maintenance related services; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

Some assignments may require a valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0966 PROGRAM COORDINATOR. Adopted: 07-01-92

June 2009 - Change Job Class number from 7136 to 30000456, due to system change.