

**CLASS SPECIFICATION**  
**Technology Services Contracts Coordinator**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, coordinates contracting activities and prepares related documents for the Bureau of Technology Services (BTS), which provides City-wide telecommunications, information technology, and 800 MHz radio 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, and enabling ordinances; ensures that the City telecommunications system is in compliance with Federal Communications Commission (FCC) and Oregon Public Utilities Commission (OPUC) reporting and other documentary requirements. Supervises contracts management and administrative support staff; and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Technology Services Contracts Coordinator supervises a work unit responsible for developing, maintaining and implementing procedures for preparing, tracking and processing contracts for City-wide telecommunications, information technology, and radio services to include: Professional, Technical, Expert (PTE) contracts, intergovernmental agreements, and leases for property to support the telecommunications and radio systems. The incumbent develops, writes, and maintains procedures relating to technology services 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 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; tracks expenditures on special interest contracts or those containing multiple task orders. The incumbent also ensures that the City's telecommunications system is in compliance with FCC and OPUC requirements by preparing required reports and other documentation, disseminating information on specific franchise requirements, and coordinating the payment of franchise fees.

The Technology Services Contracts Coordinator is distinguished from other administrative classifications by the incumbent's responsibility for coordinating contracting activities for Citywide telecommunications, information technology and radio 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 BTS 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 regularly monitors performance; may recommend disciplinary action 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 technology services contracts, associated Professional, Technical, Expert (PTE) contracts, task orders, amendments and change orders; ensures legal compliance and adherence to City policies by monitoring compliance with procedure.
5. Drafts the general information and the general and special terms and conditions sections of requests for proposals (RFP); works with the project lead to prepare specifications as needed; drafts or assists in drafting exhibits, attachments, price sheets, and other documentation.
6. Researches, prepares, and processes supplemental documentation, sole source justifications, ordinances, and reports.
7. Works with the Bureau of Purchases, the City Attorney's Office and the Auditor's Office to ensure that contract language does not conflict with legal requirements or good business sense, and to expedite contracting processes.
8. May negotiate business and legal terms and conditions with contractors; serves as the bureau's liaison with the Bureau of Purchases and the City Attorney's Office as needed.
9. Monitors contracting procedures to ensure overall quality and adherence to applicable laws, rules, policies, and administrative procedures.
10. Monitors and reports on the status of contracts, deadlines and expiration dates, expenditures on task orders and other special interest contracts, and the currency of supporting materials, such as licenses and insurance certificates.
11. Develops and maintains databases and filing systems required to manage, integrate, and report on program activities.

12. Ensures the City telecommunications system is in compliance with FCC and OPUC requirements by preparing required reports and other documentation, disseminating information on specific franchise requirements, and facilitating franchise fee payments.
13. Facilitates the lease of properties by the City to support its telecommunications and 800 MHz radio system, and facilitates the lease of City telecommunications and radio properties to other entities; tracks the status of leases and related documents and takes appropriate action; works with the Facilities Division and BTS staff to ensure technical and operations issues are addressed.

#### **OTHER DUTIES**

1. Approves invoices as authorized.
2. Instructs BTS management and staff on contracting procedures; ensures that management and staff are aware of changes to requirements and procedures as they are implemented.
3. May provide notary services.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices, methods and techniques of public agency purchasing and contracting, including competitive bidding procedures.
2. Telecommunications and/or information technology 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 information technology.
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. Plan, supervise and coordinate the work of assigned staff.
3. Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations.
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 regulations governing contracting procedures.
7. Develop and implement sound, efficient, cost effective contracting standards, procedures and processes.
8. Develop and use paper and electronic record-keeping systems to meet tracking and reporting needs effectively and efficiently.
9. Instruct others on contracting processes and procedures.
10. Communicate clearly and effectively orally and in writing.
11. Prepare clear, accurate and concise records and reports.
12. 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, information technology or a closely related field; and at least two years of progressively responsible experience in contracting for a variety of telecommunications or information technology 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.

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**Class History:**

Adopted: 10-15-2003

Revised: 01-17-07 Updated class specification to reflect supervisory responsibility.

June 2009 - Change Job Class number from 7137 to 30000457, due to system change.