

<p style="text-align: center;">CONTRACT COORDINATOR (FACILITIES)</p>

MAJOR FUNCTION

This position performs secretarial work of a complex nature, coordinating contract administration for construction projects, general office functions, and may perform skilled clerical work of average difficulty. This person will report directly to the Administrative Manager, and will support the Capital Construction Manager and Project Coordinators.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Coordinates construction projects including preparing detailed documents, checking invoices for payment, keeping construction schedule, preparing status reports.
- Prepares requisitions, change order documentation, and keeps track of budget and payments for various projects.
- Typing of transmittals, correspondence, meeting minutes, etc. as necessary.
- Schedules meetings and attends to take minutes as requested.
- Manages all construction files and records, keeping accurate and detailed project folders on each project, to include contracts, requests for information, permits, draw requests, change orders, etc.
- Maintains the storage of drawings and print sets, and records sets of drawings for current and completed projects.
- Establishes and maintains the collection of sample materials and technical library.
- May be required to travel to other County Offices, Courthouse, Architect/Engineer or Construction Managers offices to pick up and/or deliver documents and/or plans, and to obtain signatures, etc.
- Researches products or code issues and track permits for the Project Managers on Internet.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CONTRACT COORDINATOR (FACILITIES)
--

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other department in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associate Degree from college or technical school, and minimum of three years related experience, or equivalent combination of education, training and experience.

Licenses

Valid Florida Drivers License.

Certifications

Notary Public may be required.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret technical procedures or governmental regulations.
- Ability to write routine reports, business correspondence, etc.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to follow directions explicitly, foresee needs and meet those needs with little or no direction.
- Ability to effectively present information and respond to questions from managers, clients, and customers.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

CONTRACT COORDINATOR (FACILITIES)
--

- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Abilities

- Ability to solve practical problems involving several concrete variables in standardized situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- May participate in development of policy, programs, plans, or procedures.
- Interprets complex and detailed technical data.

Specialized Skills and Abilities

- Requires the knowledge of the functions, operations and structure of county government.
- Ability to write excellent business English.
- Ability to use a computer to input, access, and retrieve information.
- Ability to perform high level clerical or secretarial work.
- Ability to work independently.
- Ability to work efficiently, accurately, and independently in an atmosphere of frequent interruption.
- Knowledge of modern office methods and procedures, filing, telephone techniques and office equipment.
- Ability to use correctly and effectively spelling, grammar, and punctuation.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

**CONTRACT COORDINATOR
(FACILITIES)**

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

Established: 10/99
Pay Grade: 10
Job Description Number: 6051

Category:6
Status:NE
Revised:10/2006