

CONTRACT COORDINATOR

MAJOR FUNCTION

Performs secretarial work of a complex nature coordinating contract administration for road construction projects; general office functions; may perform skilled legal clerical work of average difficulty.

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 road construction projects to include: preparing detailed contract documents, checking invoices for payment, keeping construction schedule, preparing status reports.
- Coordinates and attends Pre-Bid and Pre-Construction Conferences, distributing plans and specification packages to contractors and collecting fees, checking bid results, preparing requisitions, preparing change orders documentation, and keeping track of budget and payments.
- Schedules final and warranty inspections on completed road projects and prepares documents for the BCC agenda (i.e. start of warranty period and release from further warranty).
- Prepares payroll and enters into computer. Tracks overtime hours spent on road construction projects and bills the contractor.
- Responsible for purchasing process, accounts payable process, and tracking budget expenditures.
- Detailed inspection/reading/editing and verifying documents. Prioritize and analyze data.
- Management of office files and records.
- Back up person for Administrative Staff Assistant to County Engineer.
- Responds to public inquiries in a courteous manner; provides information within the scope of knowledge or refers to an employee of higher classification.
- 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.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public

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and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

EDUCATION, EXPERIENCE, LICENSES, 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 Driver 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 knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations

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where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Studies manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Requires knowledge of the field of assignment, sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Requires the knowledge of the functions, operations and structure of county government. Ability to learn, interpret, and apply local ordinances and resolutions
- 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, as well as English usage, 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 goals rather than individual concerns. Includes the ability to build a constructive 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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to

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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	Category: 6
Pay Grade: 10	Status: NE
Job Description Number: 6051	Revised: 6/2003