

CONTRACT ADMINISTRATION COORDINATOR

Job Code	Pay Grade
13060	CL17

Nature of Work

This is professional work supporting management with the coordination of technical compliance and administration of related contract projects within various departments. An employee in this class may perform an administrative function by developing and administering office systems; department operating and project budgets. Incumbents also perform specialized technical work in planning, coordinating and monitoring all phases of contract bidding and monitoring, and specification management. Depending on area of assignment, incumbent may negotiate contracts, maintain existing contracts and provide on-site audits. Responsibilities include, depending on area of assignment, coordinating the development, evaluation, award and administration of all contracts and in the collection of data necessary for the preparation and modification of these contracts. The design and contract review, feasibility studies, site plan review, status updates, activity scheduling and administration of current specifications, developed internally and from outside contractors, is a key element of this classification. Administrative support responsibilities include facilitating professional and contractual support to personnel, management, and other county departments, and in developing efficient department office systems, information processing, and all budgets. Work requires exercising considerable independent judgment and initiative in developing contract specifications, contract monitoring procedures, and ensuring the achievement of contract administration objectives. The financial consequences of error could be significant. Work is performed under the general supervision of departmental management.

Minimum Qualification Requirements

- 6 years responsible experience in major procurement, contract administration, or health care administration; or
- Bachelor's degree in business, public administration, health care administration, or related field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession or ability to acquire CPPB (Certified Professional Public Buyer) Certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates the preparation and review of specifications for contracts.
- Plans, monitors and facilitates the progress of the section projects through contract review, bid process and all phases of contract completion, including the development of specifications, evaluations, and administration of contracts.
- Supports the health care division of the Health & Human Services Department with contract compliance and administration in dealing with the Pinellas County Health Plan.
- Provides follow-up and detail work to ensure an orderly and effective program implementation, including the development of forms, procedures and training of individuals associated with the project.
- Establishes and maintains a complete specifications and code library for the section, keeping the section and its users advised at all times of contemporary standards applicable to section projects.
- Represents the section in matters related to specification compliance.
- Coordinates the review and inspection of contractual specifications for compliance.
- Prepares complex technical development and/or review of engineering specifications, scopes of work and contract amendments/change orders.

CONTRACT ADMINISTRATION COORDINATOR (continued)

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Illustrative Tasks (continued)

- Develops, monitors, mediates, and implements contracts and their language through independent and coordinated efforts of users and departments.
- Pursues new healthcare contracts and participates in the negotiation of contracts.
- Monitors and facilitates the progress of projects through contract review, bid process and all phases of contract completion.
- Coordinates the section completion of assigned tasks with other departments, outside contractors and consultants, and representatives of government.
- Investigates and defines problem areas, conducts studies and prepares reports recommending solutions or courses of action related to contract administration or department operations.
- Prepares and monitors departmental operating and project budgets.
- Projects financial needs of the section necessary to provide capital for project requirements.
- Plans, directs, and implements department automation of office systems, procedures, programs, and equipment; evaluates office automation systems and equipment needs; coordinates with other department personnel regarding hardware and software needs.
- Coordinates personnel systems and activities for the section.
- May supervise subordinate technical and clerical employees engaged in supporting departmental administrative functions.
- May represent the department in matters related to contract compliance.
- Develops and participates in initiatives to improve clinical and operational performance.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of laws, rules and regulations controlling budgetary, fiscal, and contract procedures of county government.
- Knowledge of the principles and practices of automated information systems, office procedures, and data processing.
- Knowledge of health care including integrated health care service delivery.
- Skill in interfacing effectively in a complex and dynamic work environment, verbally and in writing, with contractors, consultants, employees, other departments.
- Skill in good listening and communications.
- Skill to prepare clear and comprehensive technical reports, recommendations and proposals, verbally and in writing.
- Skill in preparing and monitoring complex, technical financial reports.
- Skill in reading and comprehending technical specifications, laws, and codes as they relate to contract administration.
- Ability to work under pressure in a highly collaborative and proactive manner with direct involvement with partners and collaborators.
- Ability to work independently on complex tasks and non-routine matters.

For official use only

Revised	EEOC Code	Overtime Code
11/09	Officials & Managers	Classified