

JOB VACANCY – INTERNAL POSTING

PLEASE POST ON ALL BULLETIN BOARDS

TO: All Department Heads

FROM: Human Resources

DATE: June 29th 2023

The following job vacancy exists and any employee who believes he or she is qualified may request consideration for transfer by contacting his/her Department Head or Supervisor who will forward the completed "Request for Transfer" form to the Human Resources Department.

JOB TITLE: Senior Contract Administrator

DEPARTMENT: Finance/Purchasing

Starting Salary Range: \$ 2,994.04 Bi-Weekly

Needed: 1

Pay Grade: 065S

Please remove from bulletin board on: July 6th 2023

(Check if applicable)

No Please note that a CDL is required for this position. Per DOT Regulation 382.301, the successful candidate must successfully complete a drug screening and Breathalyzer prior to being placed into the position.

No Please note that a respirator is required for this position, and the incumbent must be able to pass the appropriate pulmonary function test before being placed into this position

Please see reverse side for job description

HR USE ONLY : Filled by: _____

Date: _____ Internal/External _____



CITY OF VERO BEACH EXEMPT JOB DESCRIPTION

Job Title:	Senior Contract Administrator		
Dept./Division:	Finance/Purchasing	Reports to:	Manager, Purchasing
Job Code:	2080	Effective Date:	October, 2020

PRIMARY FUNCTION:

Under general supervision, performs a variety of complex administrative duties associated with the process of soliciting and contracting for the acquisition of goods and services including bids, specifications, and post-award monitoring to ensure compliance with contractual terms and conditions; and performs related duties as assigned.

PRINCIPAL RESPONSIBILITIES:

The following duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

- Develops, compiles and distributes documents relating to project bidding process including invitations to bid, informal and formal sealed bids and proposals, quotes, contract specifications and addenda.
- Administers solicitation conferences; chairs evaluation committee to evaluate responses to Requests for Proposal; reviews and analyzes bids for responsiveness, prices, terms, conditions and adherence to specifications; determines prospective contractor responsibility; recommends and executes award on Invitations For Bid and Requests for Proposal.
- Develops and manages annual contracts, including analysis, evaluation, and approval of contractor change orders, contract amendments, assignments, and other contract documents, monitoring and evaluating contractor performance, contract renewals and addressing vendor/contractor deficiencies.
- Reviews bids for completeness, compliance with submission requirements, mathematical accuracy and required insurance coverage and bonding.
- Examines requisitions, develops bid and proposal packages, writes specifications for materials, supplies, services and equipment, analyzes bid tabulations, compares bids with specifications to determine lowest and best bidder, and develops award recommendations.
- Executes and maintains long and short-term contracts and monitors performance to ensure compliance with contractual terms and conditions including insurance and bonding.
- Troubleshoots and resolves problems that may arise from bids, proposals, quotes, contracts, or concerns expressed by departments and/or vendors.
- Consults with department personnel on variety procurement needs.

KNOWLEDGE, ABILITIES AND SKILLS:

Managerial/technical/professional:

- Considerable knowledge of City Code, manuals, procedures and fiscal policy related to contract administration and purchase of goods and services.
- Considerable knowledge of local, state and federal laws and regulations governing the purchase of goods and services by governmental entities.
- Considerable knowledge of purchasing principles and practices including contract law and contract administration principles and practices.
- Considerable knowledge of sources of supply, markets and price trends.

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- Knowledge of computer hardware and software pertinent to purchasing and warehousing operations.

Problem Solving:

- Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Skill in researching, evaluating, and using new methods, products and techniques for operational improvements.
- Ability to interpret oral, written, technical information and data dealing with complex variables to identify, analyze and solve problems of considerable difficulty.

KNOWLEDGE, ABILITIES AND SKILLS (Continued):**Communication:**

- Skill in applying appropriate public relations techniques as situations warrant and in forming cooperative relationships with others whom do not have a direct reporting relationship.
- Ability to establish and maintain effective working relationships with officials, vendors, department directors, employees and the general public.
- Ability to express ideas clearly when providing oral and written reports and recommendations on administrative, financial, and technical issues.

OTHER JOB CHARACTERISTICS:

- May work extended hours including nights and weekends as a professional employee reporting to the Manager, Purchasing.

MINIMUM REQUIREMENTS:

Education/Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or related field and four (4) years of procurement and contract administration experience; or seven (7) years of experience as a Contract Administrator. May substitute two (2) years of the required experience if you have a nationally recognized Certification e.g. CPP, CPPB or CPO. Master's Degree in Accounting, Finance, Business Administration, or closely related area may substitute for one (1) year of the required experience.

Licenses/Certification: Possession of a valid Florida Driver's License.

SIGNATURES/APPROVALS:

	<u>Date</u>		<u>Date</u>
H/R Analyst: _____		Department Director: _____	
Immediate Supervisor: _____		Director, Human Resources: _____	