

City and Borough Sitka, Alaska

Class Specification

Class Title	Contract Coordinator
Class Code Number	1026
FLSA Designation	Non-Exempt
Pay Grade and Range	28
Effective Date	09-01-2015

General Statement of Duties

Coordinates, monitors and reviews professional services contracts, construction contracts and other services agreements for the City and Borough; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to coordinate, monitor, and review professional services agreements, construction contracts and other service agreements; includes the management and enforcement of proper document control procedures. The work is performed under the direct supervision of the Contract Manager but considerable leeway is granted for the exercise of independent judgment and initiative. This position will serve as the Contract Manager in their absence and assist with administrative functions as needed. An employee in this class performs the duties of other employees as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, outside contractors and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Prepares bid documents assuring compliance with city, state and federal regulations;
- Prepares contract documents, tracks contractor submittals, prepares pay requests and change orders and provides information on project expenditures to the Finance Department;
- Maintains all project specific records and performs all duties necessary for document control;
- Prepares and types correspondence, memorandums, reports and related materials related personnel as necessary and requested;
- Distributes official and contract documents to all appropriate/affected parties;
- Processes invoices and assigns appropriate charge account codes;
- Establishes and maintains departmental files, including maintaining security over confidential matters and files and distributing such material only to appropriate sources;
- Greets visitors to the department, dispenses information as requested, refers visitors to appropriate personnel, answers questions, hears complaints, takes actions to resolve problems and represents the Public Works Department in a courteous and professional manner;

- Performs special projects as directed by the Contract Manager;
- Performs Notary services;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of office procedures and equipment;
- Thorough knowledge of governmental purchasing, preparation of contract documents, and bidding procedures;
- Thorough knowledge of standard terminology used in engineering and construction industries;
- Thorough knowledge of computer networks and modern filing systems;
- Thorough knowledge of local government accounting principles, practices and procedures;
- Thorough knowledge of municipal purchasing procedures;
- Thorough knowledge the current practices and procedures involved in City operations;
- Thorough knowledge in Microsoft Office programs, especially MS Excel and MS Word.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in math to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type materials at a reasonable rate of speed;
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks; Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to handle and prioritize multiple tasks with a strong attention to detail;
- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned task;
- Ability to read and interpret contract documents and determine if assistance is required.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Business or related specialty or;
- Minimum of 5 years related office experience, preferably within a municipality; or

- Minimum of 2 years capital contract administration; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska.
- Notary Public
- Ability to complete ICS700 or equivalent course that qualifies member to perform duties as an Incident Responder.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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