

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** CONTRACT COORDINATOR **GRADE:** 11

**TITLE ABBREVIATION:** CONT COORD **TITLE NO.:** 6192

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT** VARIOUS **DIVISION:** VARIOUS

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for monitoring contracts to assure compliance with the provisions of all applicable federal, state and local regulations, program standards and standard assurances, in Orange County. The work is carried out in accordance with established policies and procedures and involves reviewing contracts for consideration and assuring that the terms of the contracts are being met while the contract is in effect through programmatic assessment of units of service. The work involves drafting and reviewing contractual agreements with area agencies or vendors to ensure compliance with state and/or federal regulations. The work is performed under the supervision of the Deputy Commissioner with latitude to exercise independent judgement in routine matters. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Monitors and evaluates direct and sub-contractor services on an annual basis by reviewing records and observing programs during each contract period;
2. Reviews all contract expiration dates, advises personnel of necessary steps required to ensure contract continuity;
3. Meets with potential contractors to discuss terms and conditions of contracts;
4. Writes requests for proposals, solicits responses and sealed bids, opens bids and reports outcomes to supervisor;
5. Schedules, attends, and records data of pre-bid conferences;
6. Reviews and adjusts contractual agreements with contracted vendors to ensure compliance with state and/or federal regulations;
7. Collects and records units of service, tracks costs and other data from contracted vendors, providers and other agencies providing services through a contractual agreement with Orange County;
8. Serves as contract liaison between Orange County and subcontractors, other county departments, agencies, and various providers;
9. Compiles collected data and prepares reports, charts, tables and other related material through the use of computer applications such as word processing, spreadsheets, e-mail or the internet;

10. Maintains electronic procurement commodity catalog for county purchasing;
11. Administers county procurement card program which includes issuing credit cards, verifying charges, and the accurate balance of accounts;
12. Maintains records related to prevailing wage contracts as determined by the New York State Department of Labor;
13. Perform cost analysis to determine validity of bid or contract extensions as assigned by special project requirements.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of federal, state, and local regulations pertaining to contracts; good knowledge of assessment methods and techniques involving the collection of data; working knowledge of department procedures and office equipment; ability to collect, interpret and project statistical data; ability to keep accurate records; ability to work cooperatively with other public and private agencies; ability to communicate effectively both orally and in writing; ability to follow oral and written instructions; ability to establish and maintain effective working relationships; tact; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of paid work experience involving either the preparation and monitoring of contracts or work involving compiling and interpreting financial and/or numerical data; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid work experience as described above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Must possess the ability to fulfill the travel requirements of field assignments.

REVISED: 1.30.17 at