



The City Beautiful

City of Coral Gables Job Description

Job Title: Contract Specialist
Department: Finance
Classification: 0209
Pay grade: 18C
FLSA: Non-Exempt

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Summary

Performs responsible administrative and technical duties within the Finance Department's Procurement Division.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Responsible for procuring construction services,—supplies and services required by various departments in accordance with all applicable federal, state and local laws, policies and procedures.

Prepares and analyzes competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications.

Prepares formal and informal bid specifications, scopes of services and scopes of work to ensure consistency with department objectives and that competition is not restricted.

Confers with City departments to determine purchasing needs and prepares specifications and formal Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation For Bids (IFB), for the purchase of goods and services.

Schedules, advertises, facilitates and records pre-bid/pre-proposal conferences and evaluation committee meetings.

Prepares tabulations and evaluates bids and proposals received for compliance with City solicitations and the Procurement Code and makes recommendations regarding bids and proposals, and acceptance of the best option available.

Reviews emergency requests, investigates sole source purchases and makes recommendations for awards. Prepares and writes Commission Memos and Resolutions for bid and proposal award recommendations.

Reviews contracts and leases to ensure consistency with Resolutions, solicitations and applicable governing laws and ordinances in preparation for contract and lease execution.

Expedites the delivery of goods and services and evaluates vendor performance based on knowledge of prices, delivery execution, and feedback received from using departments.

Attends meetings and conferences as directed on behalf of the Procurement Division.

Tracks contracts approaching the end of their term and coordinates renewal/re-bid with departments.

Performs special projects, as assigned by the Chief Procurement Officer and Assistant Chief Procurement Officer.

Assists in the disposition of surplus equipment and property.

Assists in the annual year-end closing process, including inventory activities as applicable.

Prepares a variety of comprehensive reports.

Maintains good working relationships with and provides excellent customer service to vendors, City employees, the general public and other agencies.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of procurement principles, methods and procedures. Considerable knowledge of contract documents, solicitation methods and contract administration related to procurement. Considerable skill in researching and preparing highly complex specifications, solicitations and contract documents. Knowledge of construction procurement practices. Ability to analyze bids and submittals and develop recommendations for awards. Knowledge and ability to prepare and submit comprehensive reports. Ability to communicate well orally at all levels of the organization with tact and diplomacy. Ability to work independently and to establish and maintain effective working relationships with City officials, vendors, co-workers and the general public. Knowledge of office methods and procedures and familiarity with the use of computers and standard office equipment. Ability to analyze bids and submittals and develop recommendations for awards.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Proficiency in the use of a variety of computer programs such as Excel and Word. Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of a computer. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Associate's degree in Finance, Business, Public Administration or a related field. Bachelor's degree preferred.

Three (3) years of responsible purchasing experience, to include bid processing and contract administration.

Certified Public Purchasing Buyer (CPPB) credential is desirable.

Any combination of education and experience may be considered.

Valid Florida Driver's License.