



## **Contract Administration Coordinator**

**Category:** Classified  
**Pay Grade:** C27  
**Job Code:** 13064

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs professional work supporting management with the coordination of technical compliance and administers related contract projects within various departments; develops and administering office systems, department operating, and project budgets; performs specialized technical work in planning, coordinating, and monitoring all phases of contract bidding and monitoring, and specification management; may negotiate contracts, maintain existing contracts and provide on-site audits; coordinates the development, evaluation, award, and administration of all contracts and the collection of data necessary for the preparation and modification of these contracts; oversees 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; facilitates professional and contractual support to personnel, management, and other County departments; develops efficient department office systems, information processing, and all budgets.

### **ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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;
- Handles invoice and purchasing inquiries;
- Plans, directs, and implements department automation of office systems, procedures, programs, and equipment, evaluates office automation systems and equipment needs, and 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

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

#### **Special Qualifications (May be required depending on area of assignment):**

- 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 knowledge, skills, abilities, and credentials required for a specific position.

#### **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 use small office equipment, computers, and highly technical computer applications;
- 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.

### **PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.

- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.