

PROGRAM COORDINATOR (CONTRACT DEVELOPMENT AND MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent plans, coordinates and manages the contract development function for capital contracts that are county-wide in scope, as well as advertised contracts that are specific to the Department of Public Works. Responsibilities include monitoring contract compliance with Federal, State, and County regulations and supervising and/or preparing bid specifications and Requests for Proposals. In addition, incumbent coordinates capital accounting and budget information for the both the Department of Public Works and other county departments. Extensive contacts are maintained with The Board of Acquisitions and Contracts, the Law Department, and other involved county departments. Contacts are also established and maintained with service and equipment vendors. Supervision is exercised over a number of professional and clerical staff; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and manages bid development, advertising, award and administration processes for capital contracts for all county departments as well as contracts specific to the Department of Public Works;

Consults with appropriate department/division heads to determine service needs; availability and appropriate utilization of contract services; expiration dates and renewal needs if any and subsequently compiles, publicizes and issues specifications and contracts for the acquisition of contractor services;

Develops, with the exception of any necessary legal work, and implements contracts for services by ensuring the best terms, fastest process, appropriate implementation, and compliance to agreed terms and conditions;

Analyzes terms and conditions of current and proposed capital procurement contracts to ensure that obtained services meet specifications;

Oversees the development and preparation of bid specifications and/or RFP's to ensure adherence to procedural and regulatory guidelines, including bonding legislation;

Recommends and implements uniform guidelines and procedures for departmental contract compliance in order to assess and evaluate the effectiveness of specified contracts and their provisions;

Investigates deviations from terms and conditions of contracts and makes recommendations for contracts amendments or compliance to better meet the needs or interests of Westchester County;

Ensures administrative approval and budgetary appropriation for requested contract services and recommends method of payment for services provided;

Responds to inquires regarding contracts as directed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Confers with the Law Department and Department of Acquisition and Contract on matters requiring legal interpretation and authorization of contracts;

Assists in the preparation and submission of periodic fiscal reports on contract activity and status;

Participates in public meetings, forums, or symposia to keep abreast of current trends in area of procurement assignment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); good knowledge of the principles and techniques used in the acquisition of a variety of services and equipment; good knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to negotiate contract terms and agreements; ability to communicate effectively both orally and in writing; ability to prepare and maintain financial and program records; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies and County officials; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to supervise and coordinate the work of subordinate staff; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and four years experience where the primary function of the position was in either fiscal management, contract development, or as a buyer or purchasing agent of diversified materials or equipment for a large company or governmental organization, including or supplemented by two years of contract development experience at an administrative level.

SUBSTITUTION: A Master's Degree* in Public Administration, Business Administration or a related field may be substituted for one year of the above experience, exclusive of the specialized experience. A Juris Doctorate Degree* may be substituted for two years of the above experience, exclusive of the specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.

J. C.: Competitive
SSLR1

Job Class Code: C2643
H0728

Job Group: XIII