



Code: 0345
Family: Procurement
Service: Administrative
Group: Clerical, Accounting, and General Office
Series: General Administrative

CLASS TITLE: CONTRACTS COORDINATOR

CHARACTERISTICS OF THE CLASS

Under direction, coordinates and directs the preparation and processing of procurement contracts for a City department, and performs related duties as required

ESSENTIAL DUTIES

- Directs and coordinates the preparation and processing of departmental contractual documents (e.g., contracts, suborders, direct vouchers) for the procurement of goods and services
- Supervises and directs staff engaged in contract and payment processing activities
- Reviews and approves purchase requisitions, ensuring accuracy, funding availability, and conformance with City procurement policies and procedures
- Coordinates with the Department of Procurement Services to monitor minority/women-owned business enterprise (MBE/WBE) participation to ensure departmental contracts meet City goals
- Reviews bids and proposals and makes award recommendations to the Department of Procurement Services
- Prepares and processes contract revisions, amendments, and extensions
- Oversees the preparation and processing of vendor payments
- Serves as liaison to the Departments of Law, Finance, and Procurement Services to expedite and troubleshoot contract-related problems
- Prepares various contract status and summary reports
- Supervises the maintenance of contract records and related documents
- Reviews and revises contract specifications for goods and services
- Monitors vendor performance to ensure compliance with contract terms and conditions
- Informs and instructs relevant parties (e.g., project managers, contractors, subcontractors, delegate agencies) on current contract availability and contracting process requirements

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's plus four years of work experience in the development, negotiation, and administration of procurement contracts; or an equivalent combination of education and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *contract processing, monitoring, and negotiation
- *procurement practices and procedures
- *contract law

Some knowledge of:

- applicable departmental programs and services
- City policies and requirements regarding DBE/MBE/WBE programs
- City's purchasing system
- applicable federal, state, and local laws, regulations, and guidelines
- management and supervisory methods, practices, and procedures
- applicable computer software packages and applications
- contract development, writing, and review

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- NEGOTIATION - Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2018