

CONTRACTS COORDINATOR

TOMPKINS COUNTY

Department Administration
Classification Competitive
Labor Grade N (14)
Approved Bd. Res. #63, 3/14/94
Revised 08/06
By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This versatile position involves responsibility for performing various phases of administration of policies and procedures for County departments. The employee will be required to perform analytical comparisons, assessment of financial data, investigative research, and utilization studies as well as oversight of various administrative operations. The incumbent will research, identify, and assist departments with grant opportunities; recommend strategies to improve the Risk Management Program to promote and maintain a safe and healthy workplace environment; facilitate contract development, competitive procurement, and negotiation; establish transferable procedures and cross-train appropriate staff; evaluate opportunities to streamline contract process and utilize resources efficiently; monitor room tax expenditures, grants, contracts, and policies; facilitate and develop collaborative efforts among agencies and departments; develop effective data analysis tools and procedures; and coordinate certain special projects of Administration. Work is performed with a high degree of responsibility for independent judgment in developing, planning, and administering programs under the general supervision of the County Administrator. The incumbent will perform other related duties as required.

TYPICAL WORK ACTIVITIES:

Administers and directs the planning, development, and implementation of the risk management policies and procedures for County departments; identifies potential liability exposures and recommends safest and most cost effective measures to reduce taxpayers' liability;

Directs and trains staff, and provides strategies for the preparation and execution of contracts, agreements, and leases;

Recommends and negotiates contract terms with attorneys, corporate executives, and department heads;

Represents the County in contract negotiations as needed; signs contracts on behalf of County;

Coaches grant applicants to apply for appropriate grant opportunities; Coordinates Strategic Tourism Planning Board to make decisions that comply with County policies;

Researches, identifies, and assists departments with grant opportunities to reduce local taxpayer cost;

Develops electronic warehouse for grants;

Collaborates with other grant seeking agencies;

Leads special projects, brainstorms best solutions, collaborates with internal and external staff, plans timelines;

Conducts studies, analyzes data and numbers, prepares accounting, statistical and narrative reports and makes recommendations to the County Administrator;

Serves as department contract management officer and monitors contracts, service agreements, and leases to ensure compliance by contract agencies and landlords;

Supervises a small staff by giving work assignments and responsible for results;

Manages and monitors budgets;

Maintains accurate records to provide database for contracts, accidents, insurance reserve payments, assets;

Provides technical interpretation and advice to County staff, Legislature, and general public regarding County procedures and policies;

Maintains contacts with departmental units, County departments and business community concerning County policies related to position;

Coordinates with all insurance carriers, except employee benefits, to monitor costs, which affect experience ratings, premiums, and claims;

Administers general liability, property, and professional liability programs, oversees third party administrator for claims management;

CONTINUED ON THE NEXT PAGE

CONTRACTS COORDINATOR (CONTINUED)

TYPICAL WORK ACTIVITIES (CONTINUED):

Determines all aspects of appropriate insurance coverage for County, except health insurance and workers' compensation;
Directs staff and public involved in accidents, and negotiates fair settlements;
Conducts investigation of claims for general liability, property, casualty, and professional liability claims;
Reviews all bid specifications and request for proposals and recommends effective methods for concise results;
Recommends bid bonds, performance bonds, and insurance language as appropriate for all contracts;
Serves on advisory committees and attends meetings in the absence of the Administrator or his/her request to gather information or speak for the department.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of public administration;
Thorough knowledge of current principles, concepts, methodologies and practices of accounting practices;
Thorough knowledge of laws, rules, and regulations pertaining to municipal loss exposures;
Excellent computer skills that at a minimum include World Wide Web research, graphics software, Microsoft Excel, Word and Access;
Excellent written communication skills, including analytical report writing;
Excellent written and verbal communication skills to work effectively with the public, department heads, committee chairs, and multi-agency/multi-jurisdictional representatives;
Ability to relate well with employees, staff, consultants, and legal community;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to independently exercise good judgment.
Ability to analyze complex problems and propose realistic solutions in a concise and clear manner;
Thorough knowledge of techniques required to plan and direct a project to completion, while maintaining good public and professional working relationships;
Candidate must possess and display tact, integrity, excellent moral character, good judgment, and resourcefulness;
The employee's physical condition shall be commensurate with the demands of the position;

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in risk management, contract administration, governmental administration, public or business administration; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in risk management, contract administration, governmental administration, public or business administration; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in risk management, contract administration, governmental administration, public or business administration; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.