

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: MAY 2, 2016**  
**OPEN UNTIL FILLED**

**DEPARTMENT:** Finance

**POSITION:** Contracts Administrator

**LOCATION:** Globe

**JOB CODE:** 16-032

**ANNUAL SALARY:** \$32,690-\$35,142 DOE

### PURPOSE OF THE JOB

The purpose of this position is to lead all aspects of planning, developing, negotiating and implementing County contracts, leases, IGA's and MOU's for the County departments. This position issues, tracks, and maintains contracts, IGAs, and MOUs, providing contract information and reports for Board of Supervisors meeting agendas. The Contracts Administrator tracks contract expiration dates, communicates with other departments and administers to ensure compliance with contract terms.

### SUPERVISORY RESPONSIBILITIES

Provides recommendations on scheduling work hours of employees; evaluating employee performance; employee training and granting time off.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"><li>Develops contracts, IGAs, and MOUs and enters contract information accurately into County's automated Board of Supervisors agenda software system; administers active contracts.</li></ul>	30%
<ul style="list-style-type: none"><li>Prepares Requests for Proposals based on information provided by requesting departments; prepares legal advertisements and coordinates dates to coincide Board meeting dates; coordinates the posting of information to the County website regarding on-line auctions, disposal of surplus items, seized vehicles and equipment; schedules meetings to show vehicles; receipt monies and deposits into accounts; inputs data and distributes appropriate fund reimbursements in relation to sales of equipment; prepares documents to transfer title.</li></ul>	10%
<ul style="list-style-type: none"><li>Provides assistance to County departments regarding drafting of invitations to bid and formal/informal requests for quotations; maintains log for calls to bid and formal/informal requests for quotation; distributes, advertises in newspaper, coordinates and mails call for bid packets, and provides assistance with recommending bid awards as required; coordinates with County Attorney's office.</li></ul>	15%
<ul style="list-style-type: none"><li>Prepares and sends out Notice to Proceed letters and Non-Award letters to bidders; completes purchase requisition for Bid, SOQ/RFQ, Contract and Informal-Bid awards; sets up file and records of contracts; copies design plans and specifications books for construction bids; maintains project history databases; maintains project files and update project board.</li></ul>	15%
<ul style="list-style-type: none"><li>Develops, compiles, conducts, and monitors advertisements, prebids, and bid openings; coordinates with departments on evaluation of Requests for Proposals, Requests for Qualifications, Invitations for Bid, and Statements of Qualifications for required services and consultant contracts to ensure compliance with statutes and policy.</li></ul>	10%
<ul style="list-style-type: none"><li>Prepares and follows through on amendments and/or changes to existing contracts ensuring conformance with County policies and State and Federal laws, ordinances, rules and regulations.</li></ul>	10%
<ul style="list-style-type: none"><li>Coordinates the renewal and extension of contracts; resolves discrepancies in contracts and prepares written documentation; monitors contract expenditures and prepares written reports.</li></ul>	10%
<ul style="list-style-type: none"><li>Performs other duties as assigned</li></ul>	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

Provides project research support on projects involving quality assurance projects, organizational development and process improvement projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues and explains County procedures or processes.

Continued on page 2.....

## **WRITTEN COMMUNICATION DUTIES**

This position creates or edits documents, internal memos, emails and reports.

## **INTERACTIONS WITH THE GENERAL PUBLIC**

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

## **INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Sometimes (More than 10% but less than 25% in a year)

## **MINIMUM EDUCATION REQUIRED**

Associate's Degree in Accounting or related field.

## **MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Five (5) years experience working with contract preparation; or equivalent combination of education, training and experience; computer skills in working with word processing, spreadsheet and email software.

## **PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED**

Certified Professional Public Buyer certification desired.

## **KNOWLEDGE REQUIRED**

Administration and management, business law, finance, accounting, contract preparation, State laws and UAMAC procurement guidelines.

## **SKILLS REQUIRED**

Analytical thinking, analytical writing, creative writing, reading, customer service, problem solving, time management and multi-tasking.

## **ABILITIES REQUIRED**

Make sense of multiple information, focus, maintain mental response and quickness, maintain auditory attention and read and write at College level.

## **PHYSICAL DEMANDS**

- May be required to lift work related materials or equipment up to 10 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to walk to and from work sites.

## **WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office environment and occasionally spends time in lobby environment.

## **SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk; may become exposed to telephone verbal abuse by customers or citizens.

## **PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to follow written safety procedures and manuals relevant to the division or department.

## **CONSEQUENCES OF ERROR**

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.