



## CONTRACTS COORDINATOR

**Department:** Multiple  
**Job Class #:** 460400  
**Pay Range:** Professional 05

**FLSA:** Non-Exempt  
**Represented:** Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

This is responsible and technical administration work pertaining to the processing of contracts and related procurement activities. An employee in this classification is responsible for performing a wide variety of administration and control functions.

### **ESSENTIAL FUNCTIONS**

- Reviews contracts to ensure fiscal integrity (including available budget) and general compliance with applicable Federal, State, and County policy.
- Administers contract compliance requirements for construction contracts to include preparing and reviewing contracts, RFP/RFQs, specifications, and bids; monitoring and implementing federal, state, and local laws and regulations; evaluating assigned activities for progress, completion, fund expenditures and compliance; advising and consulting with County staff; consultants; contractors and subcontractors; and maintaining knowledge of the laws and requirements regarding contract compliance.
- Monitors status of contracts processing through the approval system to ensure expediency.
- Works with Accounts Payable and County departments to resolve any issues that may impede timely processing of contractor payments.
- Works with Purchasing Agent to analyze, modify, and implement new or existing County-wide contract process policies and procedures as necessary to achieve determined objectives. Facilitates County-wide participation in these activities.
- Provides technical assistance, support, and training to County personnel regarding contract processing via oral or written communications, workshops, training classes, or meetings on an individual or group basis.
- Maintains contract encumbrances.
- Produces statistical reports as requested by using existing database reporting functions or specialized applications; generates and distributes reports to various system data users.

### **Finance Department Only**

- Administers the County-wide Contract Inventory System. Includes data entry, data analysis, and report writing activities. Responsible for data accuracy and integrity.
- Participates in the development and maintenance of the accounting software database, including reviewing, testing, updating processes and documents to reflect program enhancements; acting as liaison between the users and the IS development team; and maintenance of the accounting software data dictionary.
- Processes centralized contract related billings such as Child Support contracts and Work Study contracts.
- Maintains County-wide library of contract boilerplate documents.
- Conducts training on the County's accounting software as directed to include preparing training materials, scheduling, and teaching classes.

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**Classification Description - Pierce County**  
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**PUBLIC WORKS ONLY**

- Acts as main point of contact with consultants and project leads.
- Coordinates the advertising and consultant selection process. Corresponds with consultants on the phone and in writing.
- Negotiates salary, overhead and profit rates within established guidelines.

**OTHER JOB FUNCTIONS**

- Performs other related job functions as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of relevant policies, regulations, methods, and procedures with regard to procurement and contract processing.
- Knowledge of Washington State BARS System.
- Knowledge of sequel server databases, electronic data processing, and database design.
- Knowledge of general office practices, procedures, and principles relating to procurement and contracting.
- Ability to operate personal computers, peripheral equipment and job-related software.
- Ability to read interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to communicate effectively, both orally and in writing, with other employees, departments, outside agencies, vendors, and the general public.
- Ability to establish and maintain effective working relationships with others
- Ability to work independently.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

**PUBLIC WORKS**

- Skill in negotiating contract rates.

**RECRUITING REQUIREMENTS**

Two or more years of college-level coursework in accounting, data processing, business administration or related field and two or more years of progressively responsible work experience in accounting, data processing, or related field with emphasis on contracts. Additional education and/or work experience may substitute for the recruiting requirements.