

TITLE: Contract Administrator

PUR/2

DEPARTMENT: Purchasing, Fayette County

JOB SUMMARY: This position is responsible for administering county contracts.

MAJOR DUTIES:

- o Processes invitations for bids and requests for proposals.
- o Conducts bid and proposal openings.
- o Conducts pre-bid conferences.
- o Prepares recommendations for Board approval.
- o Maintains and updates the Contracts Tracking Spread Sheet for the County Administrator and the Board.
- o Reviews and processes requisitions.
- o Solicits prices for the purchase of county goods and services.
- o Meets with vendors and staff to advise concerning purchasing requirements, policies, and procedures.
- o Compiles bidder list for Invitation for Bids and Request for Proposals.
- o Answers calls from customers and vendors.
- o Types memoranda, letters, and executive summary reports for department head.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of relevant local, state, and federal guidelines.
- o Knowledge of county policies and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Purchasing Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Fayette County Purchasing Policies and Procedures, Georgia Statewide Purchasing Contracts, and NIGP codes. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of varied and administrative duties. Strict regulations and procedures contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to coordinate county contracts. Success in this position enforces relevant local, state, and federal guidelines and ensures that goods and services are obtained promptly and at the best prices.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, attorneys, and other local governments.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed sitting at a desk or table or while standing and walking.

WORK ENVIRONMENT: The work is typically performed in an office and occasionally outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

EXEMPT

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

EXEMPT