

## **CONTRACT COORDINATOR (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for reviewing, monitoring and managing contracts and quotes, reconciling revenues and expenditures, and preparing reports. This work is primarily financial/statistical in nature, but requires a complete understanding of the operating plans and activities of the Broome-Tioga BOCES Purchasing department. The work is performed under the general supervision of a higher-level administrator with leeway allowed for the use of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Initiates new contracts, and manages existing contracts and contract renewals;  
Involves communication with vendors, management, purchasing teams and business office regarding specifications and details of the bids/RFP's;  
Modifies, updates, and maintains contracts and associated documentation;  
Coordinates and reviews contracts to ensure they are aligned with bids/RFP's and to ensure compliance with legal and purchasing requirements;  
Oversees and reviews contract terms through electronic document management systems and spreadsheets to track contracts and agreements;  
Has responsibility for resolution of disputes with vendors;  
Works with BOCES staff and vendors to renew agreements as appropriate;  
Prepares reports on work orders and progress using statistical data and analysis;  
Reviews processes and procedures for contracts and recommends adjustments;  
Reviews and coordinates contracts to ensure accuracy and compliance with established purchasing rules;  
Has responsibility for development and review of data and reports to support financial decisions of the districts and BOCES;  
Has responsibility for assisting staff in solving problems related to contracts;  
Reviews documents for accuracy and completeness;  
Prepares a variety of reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of computerized records maintenance;  
Working computer knowledge and ability to use moderately difficult software programs;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective working relationships with a wide variety of people;  
Ability to organize and maintain accurate records;  
Ability to analyze and organize data and prepare a variety of reports;  
Ability to work independently and manage multiple tasks, requirements and deadlines simultaneously;  
Ability to prepare a variety of reports;  
Ability to use various  
Ability to articulate ideas and information effectively;  
Ability to deal effectively with people;  
Ability to operate a variety of office equipment;  
Strong organizational skills;  
Initiative;  
Accuracy.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public administration, business administration, finance, accounting, paralegal or closely related field and one year of experience that involved responsibility for purchasing, preparation of contacts/agreements, or contract management; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in public administration, business administration, finance, accounting, paralegal or closely related field and three years of experience that involved responsibility for purchasing, preparation of contacts/agreements, or contract management; OR
- C) Graduation from high school or possession of a high school equivalency diploma and five years of experience that involved responsibility for purchasing, preparation of contracts/agreements, or contract management.