

## Contract Coordinator - Classified

### Position Status:

Working Title		Position Number
Contract Coordinator		E99323
Classification Title		Classification #
Buyer 3		C0794
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Non-Exempt
Work Location	Department / Division	
Monmouth- Polk	Facilities Services	
Reports to	Reports to Position Number	
Finance & Operations Manager	E99911	
Incumbent	University ID #	
TBD		

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>Facilities Services is a service-oriented organization charged with the responsibility of maintenance and operation of the buildings and grounds allocated to Western Oregon University. Facilities Services operates within the property belonging to Western Oregon University. Geographic responsibilities include 157 acres and more than 60 buildings and facilities comprising over 1.3 million square feet of structures. In addition to the Monmouth campus, this department provides services for WOU Salem, located at 525 Trade Street in Salem, Oregon. The department works to provide a safe, clean, comfortable environment for students, faculty, and staff to live, learn, and work. We embrace diversity, equity, and inclusion and strive to ensure that we treat everyone with respect and dignity.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The primary focus is on contracts. This position is responsible for determining the type of contract needed, type of procurement, and preparing bid documents for publication, recording bids, and follow-up with the selected vendor to the completion of a contract. Assists with developing scope of work to be provided to vendors. Collects quotes and bids from vendors for work to be performed. Tracks all Facilities contracts and Campus Master contracts for BOLI specs in relation to prevailing wage, and "Not to Exceed" amounts. Maintains contracts for change orders and amendments as needed. Updates building floor plans, utility maps, and campus maps whenever changes are made. Coordinates with project managers on signage and furniture for construction and renovations. Maintains meticulous files and documentation as required by policy and law. Responsible for maintaining Facilities Services policies and procedures. Assists with Facilities Services property management and work order system. Assists Finance and Operations Manager with accounting of invoices, JV's, etc.</p>

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
60% E	<p><b>Bid Specification &amp; Contract Writing:</b>  Assists departments in determining specifications; writes specifications for technical or high cost products as well as routine items; obtains competitive bids by telephone or mail, evaluates bid responses for compliance to administrative requirements; Makes recommendation to accept bid; Initiates contract process and works closely with General Counsel. Evaluates contracts for compliance with BOLI regulations; files necessary BOLI forms; maintains files in accordance with BOLI regulations. Resolves vendor complaints that may arise about the bid and award process; coordinates review of bid responses and approval of bid awards. Keeps required records, files, and documentation of related procedures. Interprets and explains applicable laws, rules, regulations, policies, and procedures to vendors and campus partners. Works closely with Purchasing and Property Manager to ensure all requirements are met before purchase. Maintains documentation of all contracts, procedures, etc. Assists with Facilities Services property management and work order system. Write policies and procedures as necessary.</p>
15% E	<p><b>Purchasing:</b>  Assists agency product users to determine specifications, order quantities, alternative materials, samples, lead times, and cost trends of desired equipment; conducts analysis on lease options versus purchase options; locates, evaluates, and selects sources of supply; analyzes purchase requisitions submitted by the departments for accuracy and processes these requisitions according to agency and Department of General Services rules and regulations; maintains catalog and price lists and price agreements; maintains purchasing policy and procedures manuals. Assists other departments with large furniture purchases.</p>
5% E	<p><b>Problem Solving:</b>  Resolves shipping, receiving, and billing discrepancies with users/vendors; negotiates returns and allowances; expedites orders, reschedules deliveries, cancels and renegotiates orders</p>
5% E	<p><b>Training:</b>  Assist with training department personnel in proper purchasing methods.</p>
5% E	<p><b>Tracking &amp; Record Keeping:</b></p> <ul style="list-style-type: none"> <li>• Maintains, monitors, and tracks BOLI requirements as it relates to Prevailing Wage law</li> <li>Tracks NTE (Not to Exceed) contracts to stay in compliance.</li> <li>• Assists Business Operations Manager with accounting of invoices, JV’s, etc.</li> </ul>
5% E	<p><b>Maps &amp; Signage:</b></p> <ul style="list-style-type: none"> <li>• Updates, maintains, complies all data as it relates to maps on campus. This includes campus maps, building floor plans, and utility maps.</li> <li>• Coordinates with project managers, architects, and other campus departments to ensure signage meets campus standards.</li> </ul>

5%	<b>Other Duties as Assigned:</b> <ul style="list-style-type: none"> <li>• Special events, etc.</li> </ul>
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**Working Conditions:**

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.
<ul style="list-style-type: none"> <li>• Must be able to perform campus walk-throughs with vendors under adverse weather conditions.</li> <li>• May occasionally have to enter tunnels, attics, etc. to conduct scope of work process</li> <li>• This position must routinely deal with deadlines.</li> </ul>

**Guidelines:**

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.
<ul style="list-style-type: none"> <li>• Follow WOU Facilities Services safety policies and procedures.</li> <li>• Follow WOU procurement policies</li> <li>• Follow ADA Accessibility Guidelines.</li> <li>• BOLI regulations and Prevailing Wage Rate Law</li> <li>• Other Legal Standards, including State of Oregon Procurement Statutes and Administrative Rules (ORS, OAR) as apply to public works, public improvement projects, and public contracting.</li> </ul>
How are these guidelines used to perform the job?
<ul style="list-style-type: none"> <li>• To perform the job in the safest manner.</li> <li>• To ensure the campus is following law, policies, and procedures in related matters</li> </ul>

**Work Contacts:**

Who contacted	How (email / phone / etc.)	Purpose	How often?
Employees	In person, email, phone	Coordinate work	Daily
Vendors	In person, email, phone	Coordinate work	Daily

**Job Related Decision Making:**

Describe the kinds of decisions likely to be made by this position. Indicate the effect of these decisions where possible.
Prioritizing work schedule based on deadlines and work needed. All decisions related to vendor selection, etc. will be based on applicable laws, policies, and procedures.

**Review of work:**

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?
The Business Operations Manager through personal daily contact, to assure conformance with standard practices of related job duties. This position will be evaluated annually and through routine examination of work performed.

**Additional Job-Related Information:**

Any other comments that would add to an understanding of this position
The person in this position must be extremely organized and detail-oriented. Good math and computer skills to calculate areas and scaled drawings. Very good interpersonal communication is required. Must have the ability to read and understand data tables, quickly comprehend detailed directions, and anticipate workload and prioritize accordingly.
Special Requirements/ Preferred Qualifications
Knowledge of applicable laws
Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:
N/A

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority (Human Resources)	Appointing Authority Signature / Date
Heather Mercer	

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA -HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			

	NBAPBUD / NBAPOSN
	NBAJOBS
	PEAFACT
	Electronically Filed