



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: CONTRACTUAL SERVICES COORDINATOR**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2415**

**PAY RANGE CODE: 15.1 MC REVISION DATE: 1/26/17**

## **NATURE OF WORK:**

This is administrative work in the preparation, implementation, and maintenance of contracted services. Work involves maintaining and supervising contractual agreements, writing specifications for bids/proposals, reviewing and evaluating bids/proposals, overseeing and inspecting contractors' work, and reviewing and approving requests for payment. An employee in this classification exercises considerable independence in the performance of duties, supervises a number of subordinates, and receives general guidance from a superior.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Administers and supervises contractual services for specific tasks which includes scheduling with contractors, approving products and payments, inspecting and evaluating contractor performance, and maintaining progress reports.

Prepares bid/proposal specifications and documents, evaluates bids/proposals, and makes recommendations regarding best and lowest bids/proposals.

Organizes, maintains, and reconciles various financial records.

Manages claims process, limits liability and maintains overall safety in the facilities and programs managed.

Works on special projects as assigned or required.

Balances accounts in preparing reports and statements.

Provides technical assistance and work direction to support personnel.

Prepares and reviews special reports in connection with fiscal records as assigned or required.

Supervises the use, maintenance, or repair of equipment, supplies, and vehicles.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the standard methods, materials, tools, and practices used in the management of facilities and programs assigned.

Knowledge of the occupational hazards present in the assigned area and the precautions necessary to prevent them.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to plan, organize, and supervise the work of subordinates staff-

Ability to input and retrieve data and compile reports using computer software.

Ability to interpret municipal codes, personnel policies, and procedures.

Ability to communicate effectively in writing and verbally.

Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, or sit from 51 to 75% of the time; to balance, bend, pull, and lift from 26 to 50% of the time; and to climb, stoop, squat, crouch, push, or type from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Five (5) years of experience in managing contractual services, two (2) of which must have been in a budgeting and financial analysis of contracts. College course work is highly desired.

**SPECIAL QUALIFICATIONS**

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

This is inspection and supervisory work that involves driving from site to site with exposure to extreme temperatures (below 32 degrees to above 100 degrees). Work is also performed in an office setting with exposure to normal levels of dust, noise, and humidity.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Copier	Printer
Telephone	Revenue Control Equipment	Scanner
Calculator		

Previous Revision Date(s): 11/18/97  
5/28/98  
10/28/10