

**PARKS, RECREATION AND COMMUNITY FACILITIES (PRCF) CONTRACTS  
COORDINATOR**

**JOB DESCRIPTION**

**Classification Responsibilities:** A PRCF Contracts Coordinator performs a variety of activities associated with contract writing and monitoring. Duties include: developing, implementing, and monitoring department contracts; coordinating with staff to determine needs and scope prior to writing contracts; writing memos of understanding to allow operations to continue while the contract is being finalized; negotiating contract terms; coordinating periodic audits of contracts; maintaining current copies of mandatory insurance for contractors; maintaining a central electronic depository of all department contracts; writing contract amendments; working with staff and contractors to ensure compliance with contract deliverables, milestones, and requirements are being met; reviewing contracts for potential impact on financial forecasting; and providing recommendations and reports to senior management. This class is also responsible for coordinating and updating intergovernmental agreements (IGAs) including coordinating revisions, approvals, and implementation of IGAs. An incumbent in this class is also responsible for communicating and working with various staff members including management, vendors, inspectors, contractors, and representatives from the City Attorney's Office to ensure that contracts and memos of understanding are completed and implemented properly. This class is responsible for performing related duties as required.

**Distinguishing Features:** A PRCF Contracts Coordinator is distinguished from the Contract Specialist series by the responsibility for writing and negotiating contract terms and coordinating IGAs. This class receives general supervision by the PRCF Fiscal Analyst through conferences, reports, observation, and results achieved. This class is FLSA exempt-administrative.

**QUALIFICATIONS**

**Minimum Qualifications Required.** Graduation from high school or GED. Considerable (3 - 5) years' experience in contract writing, administration, monitoring, or inspection. Two years of college coursework can substitute for one year of required experience.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience writing and revising IGAs is preferred.

**ESSENTIAL FUNCTIONS**

**Communication:** Communicates verbally and in writing with the general public, subordinate personnel, other City employees, vendors, management, and contractors in order to communicate contract requirements, resolve inquiries, and report progress. Coordinates work sequences and schedules with contractors and other City departments and divisions. Prepares written documents such as contract specifications, memos of understanding, work orders, change orders, payment requests, and correspondence with contractors using clearly organized thoughts, proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews the work products of others to ensure compliance with contract specifications. Inspects and monitors contract areas to determine compliance with contract specifications. Operates a motor vehicle and/or City vehicle requiring a standard Class D Arizona Driver's License to travel to various sites in order to inspect and monitor contract areas to determine compliance with contract specifications. Operates a variety of standard office equipment. Prepares and updates maps and prepares invoices for processing. Performs physical inventories of City assets. Meets scheduling and attendance requirements.

**Mental:** Provides input and participates in evaluating the work performance of contract staff (examples: vendors and managers). Prioritizes own work. Conducts research related to maintenance techniques for assigned area (pest or weed control, food vendors, landscape, or maintenance). Performs mathematical calculations for quantities and cost analysis of contract items which are payable. Comprehends and makes inferences from contract documents to enforce the contract. Understands plans, specifications, and schematic drawings to determine location of systems and specific information related to work requests and needs. Learns job-related material including, but not limited to; contract administration, project management, arboriculture, horticulture, herbicide and pesticide control, and maintenance techniques.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of service contract monitoring, writing, and administration;  
the principles and practices of intergovernmental agreements preparation and public administration;  
the procedures utilized by the City in preparing, bidding, and awarding service and maintenance contracts;  
state rules/regulations regarding health and safety regulations; and  
the accounting procedures and forms used in processing payments for contracted services.

Ability to:

negotiate contract terms;  
inspect work performed under contract to ensure that contract provisions are being fulfilled by scheduling regular site visits, comparing work done with contract provisions, and noting any deficiencies or extra work needed;  
enforce contract compliance and resolve any discrepancies discovered;  
document any discrepancies discovered through the use of oral and written communication with the contractor and maintenance of organized records;  
review contractor construction plans prior to construction, attend pre-job conferences and site meetings to represent the division's interests, answer questions, and monitor contractor's work performance;  
develop and prepare service contract documents by proposing terms, conditions, specifications, and other language to clarify the purpose or intent of the contract;  
respond to customer contact notices (complaints) by visiting the person initiating the contact notice, verifying the nature and extent of the problem or situation, determining whether responsibility for correcting the problem or situation lies with the City or a private party, recommending solutions to resolve the problem or rectify the situation, and communicating these solutions verbally and/or in writing to the affected parties;

prepare change orders and authorize changes to contract terms and conditions to adjust for unforeseen conditions or problems by verifying the nature and extent of the problem, negotiating with contractor to reach a mutually acceptable solution, and preparing the appropriate forms to formally amend the contract;

process invoices for payment by reviewing billings received, verifying service has been performed and parts and materials were installed, comparing billing with contract to ensure that rates, prices, and services comply with the contract, resolving discrepancies, and preparing appropriate forms for processing to PRCF Finance Division;

prepare clear, concise written reports of project status, problems encountered, and overall results achieved;

use Microsoft Word, Excel, Outlook, and custom database applications;

accomplish computer-related tasks and manage a computerized database;

analyze service and maintenance needs in the areas of general maintenance, landscaping, and physical facilities maintenance;

coordinate work schedules with contractors and staff;

plan, organize, and complete work assignments with minimal supervisory input;

prioritize assignments and work-related problems;

authorize contract payment;

read and interpret blueprints, specifications and details, quarter section maps, and related plans and drawings;

evaluate the need for contract or IGA modifications based on unforeseen problems and conditions; and establish and maintain effective working relationships with coworkers, contractors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 5/24  
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EEO-Tech  
JOB FCTN-TEC  
INCREMENTS 53-200

PAY RANGE: 50  
IND-9410  
SWORN-No