



## Procurement & Contract Specialist

### Description: POSITION OBJECTIVE

This position is responsible for review, analysis, formulation and enforcement of formal written contractual agreements for the Early Learning Coalition's (ELC's) procurement of commodities and services, including Memorandums of Understanding (MOU's) and other types of contract and purchasing documents. This position is responsible for ensuring the ELC's contract and procurement procedures are properly applied to ensure maximum effective and efficient control of contracts and procurement in accordance with current laws and regulations. This position also provides support to the agency through a variety of roles, including facilities and vehicle oversight and tracking of agency in-kind contributions.

### Duties:

#### *ESSENTIAL FUNCTIONS*

- Responsible for procurement of facility and vehicle oversight; including maintenance and repairs;
- Reviews and releases general supply orders based on properly approved purchase orders;
- Tracks and manages In-kind contributions and works closely with the Finance Director to obtain Office of Early Learning (OEL) approval;
- Advises, trains, serves as liaison, and provides support and guidance to all staff in all procurement and contractual matters;
- Seeks maximum competition in expenditures of public funds while maintaining a reputation for fairness and integrity;
- Researches and works with various staff to develop specifications, scope of work, contractual terms and conditions, and procurement documents, as needed for purchasing goods/services;
- Reviews and interprets insurance certificates, bid/quotes, payment, and performance bonds (as applicable) to ensure contractual compliance;
- Coordinates with legal consultant and others, as needed, to implement, review and administer contractual conditions for protection of the ELC;
- Conducts pre- and post-award conferences, coordinates and participates in protest hearings;
- Administers and enforces contract performance to ensure strict compliance to contract terms and conditions;
- Develops and implements tools to assist in gathering and analyzing data for reporting purposes;
- Develops and updates internal procurement and contract management policies, processes, and procedures for approval of the Board and OEL;
- Prepares supporting materials necessary for Executive Director and/or Board approval of contracts including the preparation of agenda items;
- Establishes, publishes, and updates the ELC Approved Vendor List; including an annual review of all vendors to ensure compliance with OEL Grant terms and conditions;
- Prepares and maintains accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence, and related follow-up;
- Researches and advises personnel on market trends, new products and services, developments, and alternative sources of procurement;
- Performs market research to ensure justification for sole source procurements and product standardization;
- Audits end user issued delivery order to ensure compliance and proper use of contract and/or purchase of goods/service;
- Ensures contracts are routed to all appropriate personnel for approval prior to submission to the Executive Director and/or Board for execution within appropriate timelines;
- Enters all executed contracts into the ELC Contract Database and ensures software updates are completed as needed with software company and the ELC's Information Technology Director;
- Ensures existing contracts are renewed and/or procurement is completed prior to expiration date;

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- Responsible for preparing and submitting documentation for OEL and other entity monitoring activities, including desk reviews, on-site monitoring visits, and associated requests and responses to monitoring events;
- Completes PAR forms, monthly;
- Produces and reviews standard and requested reports;
- Researches, pulls, and reviews documentation related to department activities;
- Assists in development and implementation of goals, policies, priorities and procedures relating to assigned department;
- Understands and applies activity to appropriate funding sources and Other Cost Accumulators (OCA's);
- Reviews and updates policies and procedures, as directed;
- Maintains and updates position manuals, as directed;
- Provides audit support;
- Participates in ELC-EC conducted trainings and activities, as assigned.

This list of essential functions is not intended to be inclusive. The ELC-EC reserves the right to revise this job description as needed.

### Qualifications: *MINIMUM QUALIFICATIONS*

#### *REQUIRED:*

- High School diploma
- Three years administrative/clerical experience; and,
- Proficiency in Microsoft Office Suite;

#### *PREFERRED:*

- Associates degree or bachelor's degree in Business Administration or other business-related field;
- Five years administrative/clerical experience; and,
- Intermediate or Advanced Microsoft Office Skills.

#### *KNOWLEDGE, SKILLS AND ABILITIES:*

- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels;
- Ability to follow oral and written instructions;
- Ability to work under pressure and meet deadlines;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability to perform mathematical calculations;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Demonstrates effective time management skills;
- Ability to work with minimal or no supervision;
- Suitable experience with Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook;
- Must have excellent interpersonal, communication (both verbal and written) and organizational skills;
- Strong customer service skills;
- Ability to work collaboratively in a team-oriented environment;
- Ability to effectively prioritize tasks; and,
- Ability to work scheduled hours and willingness to work additional hours as needed.

- Other Requirements:**
- Maintains confidentiality with highly sensitive information;
  - Attends work related staff meetings and workshops as directed;
  - Participates in ELC-EC collaborative efforts as needed;
  - Follows the ELC-EC policy and procedure on reporting abuse and/or neglect;

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- Promotes and follows safety policies in the workplace;
- Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;
- Must maintain Level II Background Screening;
- May be subject to drug tests;
- Maintains a professional, well-groomed appearance;
- Enhances the organization's reputation by accepting ownership for accomplishing new and different requests;
- Explores opportunities to add value to job accomplishments, and;
- Contributes to team effort by accomplishing other various duties as assigned.

**Physical Demands:**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear;
- Must be able to lift and/or move up to 20 lbs; and,
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time.

**Work Environment:**

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
- May be exposed to outside weather conditions;
- Temperature in the buildings may fluctuate;
- Children are present during normal operating hours; and,
- May require overnight travel.

<b>Location(s):</b>	<input checked="" type="checkbox"/> Fort Walton Beach <input type="checkbox"/> Crestview	<b>Department:</b>	Administration
<b>Effective Date:</b>	07/01/2017	<b>Exempt/Non-Exempt:</b>	Non-Exempt
<b>Employment Type:</b>	Full Time	<b>Reports To:</b>	Finance Director and Executive Director

Job Description Acknowledgement: I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed