

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:       PROCUREMENT, CONTRACTING & RISK MANAGEMENT COORDINATOR**

### **SUMMARY DESCRIPTION**

Under direction of the Director of Procurement, Central Services & Risk Management, perform a wide variety of professional and complex specialized and technical duties in support of the activities, services, and functions of the Procurement, Central Services, and Risk Management Department; serve as liaison between the Director of Procurement, Central Services, and Risk Management and internal and external individuals, groups, and agencies; and prepare, review, and proof a variety of documents, records, and forms for accuracy, completeness, and compliance with applicable rules and regulations including those related to contracts, bids, requests for proposals, and risk management.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the solicitation of quotations and bids to procure a variety of required goods and services; perform basic analyses for firm fixed-price or similar contracts; evaluate proposals using procurement processing systems. **E**
2. Advise Director and other management staff on contracting methods and alternate contract vehicles in compliance with Public Contracts Code, Education Code, and other applicable State codes. **E**
3. Analyze proposed costs including but not limited to sources of supply, prices, delivery dates, and transportation charges; assist with the analysis of business practices for the review and evaluation of bid responses. **E**
4. Participate in the preparation of information for contract processing; participate in the negotiation of contract prices, terms, and conditions. **E**
5. Plan and carry out recurring work using established procedures; confer with Director and other management staff as necessary on technical problems. **E**
6. Participate in the preparation of District-wide Blanket Purchase Agreements related to construction and maintenance. **E**
7. Provide responsive, high quality service to District employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in all areas related to Procurement, Central Services, and Risk Management in a courteous, efficient, and timely manner. **E**
8. Participate in the processing and follow-up of risk management claims. **E**
9. Participate in the preparation of year-round underwriting reports as they relate to risk management claims, new buildings, equipment, equipment claims, and related items. **E**
10. Participate in maintaining and distributing the District's Illness, Injury and Preparedness Program. **E**
11. Prepare various correspondence and reports. **E**

12. Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

Pertinent Federal, State, and local laws, codes, and regulations including contracting law, Public Contract Code as it pertains to construction and public works contracts, Education Code pertaining to Firm Fixed Price contracting, and other laws and regulations pertaining to the solicitation of bids/proposals, evaluation of offers, negotiations, and awarding of contracts.

Procurement principles and practices including those related to pricing, material management, amendments, change orders, shipping, warranties, and invoicing.

Principles and techniques of cost and price analysis.

Contracting principles and practices including service-type contracts, construction contracting, and contract financing.

Methods and techniques of contract negotiation.

Negotiated procurement via Request for Proposals.

Insurance requirements related to construction in the public sector.

Risk management principles and practices.

Modern office procedures, methods, and equipment including computers and applicable software.

English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Oral and written communication skills.

#### **Ability to:**

Perform a variety of complex specialized and technical duties involving the use of independent judgment and personal initiative.

Participate in planning, organizing, and managing construction contract procurement process.

Read, analyze, and interpret bids and quotes, technical procedures, and governmental documents and regulations.

Organize and prioritize complex projects to meet schedules and timelines.

Develop and conduct presentations to small and large groups.

Provide training and direction to others related to procurement, contracting, and bidding.

Exercise appropriate judgment in answering questions and releasing information.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply applicable Federal, State, and District policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, contract management, risk management, or other closely related field; and three years of increasingly responsible specialized contracting and procurement experience.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and a safe driving record. Must qualify for insurability by the District's insurance carrier.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; travel to different locations to attend meetings or perform other assigned functions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.