



# CITY OF OKEECHOBEE

## Job Description

AN EQUAL OPPORTUNITY EMPLOYER

### POSITION TITLE: CONTRACTS MANAGER

<b>Department:</b>	Public Works	<b>Type:</b>	Full-Time
<b>Department Head:</b>	City Administrator	<b>Salary Range:</b>	\$55,000.00 - \$61,373.85, DOQ
<b>Supervision By:</b>	City Administrator	<b>Opening Date:</b>	March 18, 2024
<b>Supervision Duties:</b>	No	<b>Closing Date:</b>	April 1, 2024, 4:30 P.M.
<b>FLSA Status:</b>	Exempt	<b>Union Status:</b>	N/A

*The job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. The duties and physical demands described here 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 essential functions.*

### NATURE OF WORK

Provides high level, responsible, and complex administrative and technical support and guidance in all functional areas of contract preparation and close-out. Serves as a key role in the City's contracting processes by ensuring all City contracts are prepared and processed in accordance with City policies and all State and Federal laws and regulations. Contracts Manager serves as the contracting resource for all City Departments for construction, professional service agreements, and the procurement of goods and services.

### 1. ESSENTIAL FUNCTIONS

#### A. Administrative:

- 1) Works independently, generally setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives.
- 2) Prepares, processes, and reviews contracts, supporting documents, and general correspondence. Verifies procurement and contracting requirements, ensures all required specifications and related documents are incorporated into the contract documents.
- 3) Monitors contract compliance with City policy and State and Federal laws and regulations.
- 4) Monitors contractor and vendor compliance with all contract terms and conditions, service level agreements, and established procedures. Meets with contractors to review progress, discuss problems, and consider any changes to the scope of work or other terms of the contract.
- 5) Coordinates with the Finance Director and City Attorney to ensure proper completion of insurance certificates and bonding to adequately protect the City's assets. Provides information to and follows up with contractors, insurance providers, and bonding agencies.
- 6) Develops and implements procedures for contract management and administration in compliance with City and departmental policies.
- 7) Prepares documentation for City Council approval of all contracts and agreements.
- 8) Develops and conducts vendor evaluations to ensure services are provided in accordance with contract requirements and contract prices and hourly rates remain competitive. Monitors invoices for non-compliance with contract prices and notifies the City Administrator and Finance Director.
- 9) Ensures all executed contracts are communicated to all relevant parties.
- 10) Reviews and processes contract modifications.
- 11) Ensures contract close-out, extension, or renewal.
- 12) Researches grant funding opportunities, writes funding applications, works with City grant contractors, and ensures proper expenditures of grant funds.
- 13) Maintains a Purchasing Contracts database.
- 14) Frequently interacts with the Mayor and City Council, City Administrator, Public Works staff, and other officials from various local, state and federal regulatory agencies, including representatives of local community organizations.
- 15) Prepares annual operating, maintenance, and capital improvement budgets, submits budget requests, controls adopted department budget. Performs financial and economic analysis necessary for effective program operation fiscal management.

- 16) Maintains regular contact with and fosters constructive and productive working relationships with consulting engineers, construction project engineers, other municipalities, County, State and Federal agencies, professional and technical groups and the general public in connection with departmental activities and services.
- 17) Performs other duties and special projects as assigned.

**B. Management:**

- 1) Serves as a point of contact for the public regarding Public Works operations. Reviews and resolves citizen concerns with contractual issues.
- 2) Exhibits behavior consistent with the values of the City through excellent customer service, creative problem solving, decision making and stewardship of City resources.
- 3) Works cooperatively and respectfully with municipal employees toward the common goal of providing high quality services.
- 4) Responsible for maintaining all departmental documents and records; coordinating with the City Clerk's Office for appropriate records management.
- 5) Attend all City Council meetings. Times may be outside business hours.
- 6) Facilitates negotiation, preparation, and management of contractual agreements with other agencies and vendors for public works. Includes, but not limited to, the annual/bi-annual contracts for Paving Projects, Sidewalk Projects, Street Sweeping Program, Solid Waste/Recycling Collection Program, State Highway Maintenance Program, State Traffic Light Maintenance Program, State Highway Lighting Program, Lawn Maintenance Programs for City Parks and Facilities, and Stormwater Drainage Projects.
- 7) Attends seminars and workshops to keep abreast of current methods, technology and supervisory techniques. Coordinates department employees' attendance of same, for training and continuing education and/or certifications.

**2. QUALIFICATIONS.**

**A. Knowledge of:**

- 1) Principles, practices, methods and theories of public works management; street repair and storm drainage facilities design, construction and maintenance; landscape management; utility management; general construction and maintenance.
- 2) Principles and practices of public/governmental contract administration and management.
- 3) Federal, State, and local laws pertaining to purchasing, contracts, and contract compliance.
- 4) Large scale purchasing methods (bids, RFP's, RFQ's, etc.) and procedures in a variety of commodities and services.
- 5) Principles and practices of bookkeeping and accounting.
- 6) Principles, practices, and methods of office management procedures and equipment, including record keeping and filing to include both hard and electronic copies, information technology, etc.
- 7) Principles of business letter writing and basic report preparations.
- 8) Operating a personal computer and laptop, with proficiency in Microsoft products and Acrobat.
- 9) Operating multi-line telephone systems, cell phones, and various other office equipment.
- 10) How to read maps, surveys, and real property legal descriptions.

**B. Ability to:**

- 1) Establish and maintain effective working relationships.
- 3) Access research information and prepare reports.
- 4) Communicate effectively, orally and in writing, with the public, elected officials, members of boards and commissions, department heads, other employees of the City and employees of other governmental agencies.
- 5) Apply good judgement to deal with City staff and the public effectively and diplomatically, some of whom may be irate and unreasonable.
- 6) Exercise independent judgement in interpreting City and departmental policies, rules, and regulations.
- 7) Perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- 8) Physically and mentally work independently.
- 9) Represent the City in public speaking requests and special events. May require outside office hours.

### 3. MINIMUM REQUIREMENTS

#### A. Education and Experience:

- 1) Bachelor's degree in a technological or administrative field of study.
- 2) Experience in record-keeping and compliance monitoring for contracts.
- 3) Familiarity with engineering and construction terminology preferred.
- 4) A combination of education and experience which provides the applicant with the knowledge, skills, and abilities to perform the essential functions of the role will be considered.

#### B. Licenses, Certificates, Additional Requirements:

- 1) Must be at least 18 years of age.
- 2) United States Citizen or a resident alien of the State of Florida.
- 3) Valid Florida Driver's License. (Must possess and maintain a clean driving record.)
- 4) High School Diploma or equivalent.
- 6) Pass pre-employment substance screening and complete physical upon being offered employment.
- 7) Pass an FDLE criminal background check and reference check.

### 4. TOOLS AND EQUIPMENT USED

Personal computer and laptop including word processing and accounting spreadsheet software, multi-line telephone system, fax machines, 10-key calculator, printers, scanners, copy machines, miscellaneous office equipment and accessories customarily used in an office environment.

### 5. PHYSICAL DEMANDS

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and office equipment. The employee is regularly required to sit, walk, talk, or hear. The employee is required to use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and smell.

Requires sitting for long periods, using telephones, computers, and typewriters. As a result, employee can experience significant eyestrain and back discomfort.

Must have sufficient physical strength and ability to lift, move, and carry objects weighing up to 30 pounds independently and repeatedly. Repeatedly lift, move, and carry objects weighing more than 30 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Required to drive City vehicles while on City time to make deliveries, make purchases at local businesses, and drive to training and/or education classes.

### 6. WORK ENVIRONMENT

This job consists of work situations which are of a repetitive and non-repetitive nature. Many complex decisions are based on concrete and abstract variables requiring accuracy. The employee must have the ability to report for work on time and be able to work extended hours when required by supervisors, including holidays, evenings, weekends, or any other period not included in the employee's regular shift schedule. The noise level in the work environment is usually quiet to moderate. There may be distracting background noise from multiple phones ringing and conversations.

### 7. WORK LOCATION AND HOURS

City Hall, Public Safety Building, 55 Southeast 3<sup>rd</sup> Avenue, Okeechobee, FL 34974

40-hours per designated work week (Friday to Thursday); Office (normal work hours) are Monday through Friday 8:00 AM to 4:30 PM, two 15-minute breaks and a 30-minute unpaid lunch break.

**8. ADDITIONAL INFORMATION:**

- A. Evaluation Period:** Successful candidates will be on a probationary period for 6 months (or more) to allow a period for an evaluation of ability, work habits and conduct. The Department Head has the authority to dismiss the new employee without notice and without cause being given. \*Employees are not authorized to use accrued annual leave hours while on new hire probation.
- B. Drug Testing Policy:** The City is committed to providing a safe work environment for all its employees. The abuse of alcohol and drugs is a national problem which impairs the safety and health of employees and the public, promotes crime, and harms the entire community. In order to maintain the highest standards of morale, productivity, and safety, the City has instituted a drug and alcohol-free workplace program.
- C. E-Verify:** To comply with Federal and State law, the City participates in E-Verify. All newly hired employees are queried through this electron system established by the Department of Homeland Security and the Social Security Administration to verify their identity and employment eligibility. Any employment offer is contingent upon compliance for Form I-9 completion timelines and confirmation of employment authorization by E-Verify.
- D. Benefits:** In addition to competitive salaries and the opportunity for continuing professional development, the City offers an excellent benefits package. Our employees enjoy the many benefits of living in South Florida with its wonderful sub-tropical climate, exceptional year-round recreational opportunities, and the following benefits:
- Health Insurance, City pays coverage for employee and contributes toward family/spouse premiums.
  - Group Life and Disability Insurance, City pays coverage for employee. Additional policies can be added at group rates by the employee.
  - Additional variety of insurances may be obtained at group rates by the employee through payroll deduction, examples: legal, cancer, long term illness, dental, and vision.
  - Job Connected Injury Benefits.
  - Paid Leave Benefits\*, accruing 96.0 hours annual leave and 96.0 hours sick leave per year, plus other types.
  - 12 Paid Holidays.
  - Available Credit Union membership.
  - Defined Member Benefit Pension Plan, contributions by the City and employee.
  - 457 Deferred Plan, employee contribution.
  - Direct Deposit Bi-weekly Payroll, mandatory participation required.
- E. Veterans' Preference:** Former military personnel, or their spouse, that have been verified as a "Veteran" under Florida Administrative Code Rule 55A-7.009 will receive an interview if they meet the minimum competency factors of the position. The Veterans' preference laws do not guarantee the Veteran a job. Positions are filled with the best qualified candidate as determined by the hiring Department Head.

**CONTACT:** *Heather Prince, Human Resources Generalist*  
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