

PROCUREMENT & CONTRACTS COORDINATOR

STARTING AT: \$ 59,000 ANNUALLY

FLSA Classification	EXEMPT
Reports to	Finance & Operations Manager
Type	Regular, Full-time
Date Prepared	June 28, 2022
Date Modified	March 24, 2023

General Statement of Position:

The Procurement and Contracts Coordinator works as a collaborative member of the Palm Beach Transportation Planning Agency's (TPA) Finance Team.

The position's primary responsibilities include procurement, purchasing, budgeting, contract management, grant expense reimbursement review, financial report creation and monitoring, and record keeping. Additional responsibilities include coordinating staff reimbursements, asset management coordination, and functioning as the principal coordinator of the shared Finance email inbox. All work is performed with considerable independence and initiative under the direction of the Finance & Operations Manager.

Position duties include:

- Administer the TPA's procurement process by researching, preparing, and conducting federally compliant Requests for Proposals, Requests for Services, and other procurement activities.
- Coordinate, monitor, and evaluate activities of TPA contracts with consultants, vendors, and service providers.
- Establish and maintain relationships with suppliers, vendors, and contractors.
- Provide technical assistance and training to aid contracted vendors and providers to achieve contractual and DBE compliance.
- Conduct Selection Committee meetings and activities.
- Function as the principal coordinator of the shared Finance email inbox
- Assist the Finance & Operations Manager with grant management and compliance activities.
- Create statistical and project reports and monitor for errors and accuracy.
- Prepare and maintain contract and grants related data.
- Reconcile recorded expenses with fund-based budgets.
- Process reimbursements for mileage, commuting, fitness, and all other staff purchases.
- Assists the Finance & Operations Manager with maintaining TPA asset inventory.
- Serves as a backup and provide day-to-day assistance for cross-functional Finance Department needs.
- Monitor FDOT contracts compliance reporting systems.
- Coordinate with software vendors to maintain accounting and human resources software systems.
- Maintain current knowledge of acceptable procurement practices and procedures.
- Perform all other duties as may be assigned to meet agency needs.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each of the aforementioned essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Satisfactory completion of a position-specific skills test.

Education and Experience:

- Bachelor's degree in finance, business, public administration, or a related field is required.
- Four (4) or more years of experience in procurement, purchasing, finance, business, public administration, or a closely related field is required.
- National Certified Procurement Professional (NIGP-CPP) is preferred.
- Certified Government Finance Officer (CGFO) certification is preferred.
- Experience working with a government agency is preferred.

Certificates, Licenses, Registrations

Must have or obtain a valid Florida Driver's License and maintain a clean driving record.

Knowledge

- Code of Federal Regulations (CFR) 2 CFR Part 200 Uniform Administrative Requirements, Cost principles, and Audit Requirements for Federal Awards.
- General Services Administration (GSA) contract sourcing and utilization.
- Generally Accepted Accounting Principles (GAAP) standards for bookkeeping, auditing, budgeting, fiscal record keeping, financial reporting, and fund-based accounting.
- Accounting practices, financial report creation, and internal controls.

Skills

- Preparing and giving oral presentations.
- Preparing and editing documents.
- Speak English fluently.
- Use and operate computer systems, applications, and databases such as Microsoft Excel, Word, Outlook, QuickBooks, and/or other accounting software programs.

Abilities

- Follow established processes, report results, analyze data, and draw logical conclusions.
- Analyze transactions and reports.
- Recommend appropriate correcting entries.
- Perform a wide variety of procurement and finance related duties.
- Communicate clearly both orally and in writing.
- Use computer applications including the Microsoft Suite and Adobe Creative Suite of software.
- Serve effectively in group activities such as teams, task forces, and committees.
- Understand complex issues and explain them in "plain speak."
- Work with minimal supervision and direction and to initiate projects and activities without direction.
- Work under pressure/stress with an extreme level of accuracy.
- Understand and care for the diverse members of Palm Beach County's communities.

Benefits

The TPA offers a competitive salary and excellent benefits package including paid leave and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

Working Conditions

While performing the duties of this job, the employee is subject to the following conditions:

Environment:

- The work is generally performed within an office environment.
- Lighting and temperatures are typically adequate, and there are few hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
- The noise level in the work environment is typically quiet to moderate.

Physical Demands:

- The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel, or bend at the waist.
- The ability to lift and carry 20 pounds as occasionally required.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.

Work Authorization/Security Clearance

- The employee must successfully pass a criminal background check.
- The employee must successfully pass a credit check.
- The TPA will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.
- The TPA is a drug-free workplace as provided in Section 440.101 et seq., Florida Statutes so the employee may be subject to drug and alcohol screens, as permitted by law.

Travel

Approximately 5% up to but not limited to 20% of the employee's time may be spent outside the office travelling to transportation related meetings and events.

Other Duties

The above information is intended to indicate the general nature and level of work performed by the employee in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change at any time with or without notice.