

**Title:** Contracts Coordination Supervisor  
**PG:** 60  
**Status:** Civil Service  
**Position Reports to:** AGM Technical Support  
**Department:** Lakeland Electric

**Class Code:** 2301  
**Date:** 08/09

### **GENERAL DESCRIPTION OF CLASS:**

The Contracts Coordination Supervisor is responsible for overseeing and directing all functions relating to contract writing and administration within Lakeland Electric. The basic function is to provide the direction needed for the effective planning and coordination of contract administration and property acquisition throughout Lakeland Electric in accordance with prescribed City of Lakeland policies and administrative procedures. Additional responsibilities include supervision and training of personnel in contracts administration work group.

### **PRINCIPAL DUTIES:**

#### ***Planning***

1. In cooperation with the City of Lakeland, City Attorney and City purchasing personnel, assists in the administration of established policies and procedures relating to contracting in all organizational units of Lakeland Electric.
2. Coordinates with City Purchasing on approved contractor, vendor lists and periodically verifies vendor qualifications and reviews performance.

#### ***Operations***

1. Coordinates the contracting function for Lakeland Electric and as needed, other organizational units in Lakeland Electric to ensure procurement of goods and services in accordance with standards established relating to quality, price, and vendor qualification.
2. Reviews contracts for compliance with established procurement requirements, including the use of standard terms and conditions. Recommends contracts for approval by General Manager, City Manager and City Commission.
3. Acts as liaison between Lakeland Electric, City Attorney, City Manager and City Commission on all relevant contractual matters.
4. Assists as needed in the negotiation of contracts required by Lakeland Electric.
5. Assists in the preparation of contracts required by Lakeland Electric.
6. Monitors the performance of long-term engineering, construction, surveying, miscellaneous continuing, and fuels contracts for compliance with commercial terms and conditions.
7. Assists in the preparation, interpretation, and implementation of commercial contract terms and conditions.
8. Responsible for maintaining the vendor database for background checks and risk analysis purposes.
9. Performs above functions for other departments as requested and on as-available basis through inter-departmental service agreements.
10. Responsible for maintaining the accuracy and consistency of contract information by acting as a liaison between internal departments/divisions and external vendors/contractors relating the status of contracts.
11. Tracks the performance, progress and distribution of executed contracts.
12. Performs other duties as required.

#### ***Organization and Personnel***

1. Reviews standards for employee productivity/performance and monitors results. Assists in the development and implementation of appropriate employee training programs and monitors the professional development of employees in the Contracts Administration work unit.

#### ***Outside Relationships***

1. As directed by the Associate General Manager of Technical Support, represents Lakeland in industry groups and associations, and local service organizations in matters relating to

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- contracting and procurement.
2. Coordinates the negotiation of and reviews contracts with consulting engineers, architect and engineering firms, construction contractors, professional services firms and other entities to obtain construction and maintenance services, commodities, and professional services on a competitive basis.

***Reporting Relationships***

1. Reports to the Associate General Manager of Technical Support.
2. Aids in the supervision of personnel assigned to the contracting work unit.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Theoretical and practical knowledge of contracting in all areas of Lakeland Electric operations.
2. Thorough knowledge of the City of Lakeland policies and procedures relating to contracting and property acquisition.
3. Basic understanding of property surveying and appraisal practices.
4. Skilled in the negotiation of contractual commitments including, but not limited to, participation agreements, electric utility inter-connection agreements, power and energy interchange contracts, major equipment contracts, and engineering, construction, property acquisition, and professional service agreements.
5. Effective written and oral communications skills.
6. Ability to read and interpret title work.
7. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees and the general public and to provide leadership to contribute to a working environment that will instill employee pride, morale and commitment to service excellence.
8. Ability to work effectively under strict deadlines, with minimal supervision.
9. Possesses efficient analytical and organizational skills, with ability to pay attention to detail.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS AND EXPERIENCE:**

1. Graduation from an accredited four (4) year college or university with specialization in business administration or a related field.
2. At least five (5) years of progressively responsible experience in contracting related activities
3. An equivalent combination of directly related education and experience may be substituted for any of the above-specified requirements.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid home telephone number.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.