

Title: Contract Analyst
PG: 33
Status: Civil Service
Position Reports to: Contracts Manager
Department: Lakeland Electric

Class Code: 6548
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a responsible position which provides administrative and contract support for the Contracts Administrator. Position does extensive work with outside firms on the negotiation, preparation and administration of contracts, agreements, renewals and addendums. Work also involves the planning, preparation, justification, and coordination of Lakeland Electric contractual items appearing on the City Commission agendas with Lakeland Electric management staff and City of Lakeland management staff.

ESSENTIAL FUNCTIONS:

1. Prepares justification memoranda through Lakeland Electric's Contracts Administrator for contractual items appearing on City Commission agendas.
2. Helps coordinate legal and City Commission agenda items with the City Attorneys and the City Manager's office.
3. Assist the Contract Administrator with contract items such as Letters of Agreement, contract renewals, tickling of contract expiration dates, preparation of Task Authorizations, CCNA procedures, routing of contractual items through the appropriate levels of Utility and City management (ranging from the General Manager, Business Unit Directors, Project Managers, Risk Manager, City Attorney) for final approval or City Commission approval.
4. Assist the Contracts Administrator with various special projects that require scheduling of outside consultants for presentations as well as arranging meeting rooms and interviews within the Department.
5. Assist with the preparation of financial documents and budget items including responsibility for the Contracts Negotiation Section Purchasing card and requisition process through Oracle
6. Prepare all Section forms to pay various invoices from consultants, attorneys and various expenses that pertain to the processes within the Division, i.e. Fed Ex invoices.
7. Maintain an extensive filing system for the Section as well as database logs for accurate tracking of Section activity and work flow.
8. Order office supplies, answer the division telephone lines and route calls to appropriate personnel.
9. Prepares Task Authorizations with firms on continuing contract with the City of Lakeland and Lakeland Electric.
10. Assists Contracts Administrator in the review of Requests for Proposals (RFPs), Requests for Quotations (RFQs), Requests for Information (RFIs), and the planning and execution of the Competitive Consultants Negotiation Act (CCNA) process to insure compliance with the Florida Statutes.
11. Generates and transmits oral and written information on status of projects to Contracts Administrator, General Manager and the Lakeland Electric Management Team.
12. Reviews contracts for compliance with terms and conditions and take appropriate corrective action when necessary.
13. Assist with compilation and production of monthly Progress Reports.

ADDITIONAL RESPONSIBILITIES:

1. Provides guidance and direction to, BCE students and college interns regarding filing, document scanning, office procedures, and tracking of contract information, task authorizations, and correspondence.
2. Performs related work as required.

Title: Contract Analyst
PG: 33
Status: Civil Service
Position Reports to: Contracts Manager
Department: Lakeland Electric

Class Code: 6548
Date: 09/08

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of contractual and negotiation practices and the policies and procedures established by the City of Lakeland and Lakeland Electric.
2. Basic knowledge and application of contract law.
3. Basic knowledge of applicable Florida Statutes to assist with compliance with the CCNA process.
4. Strong project management skills.
5. Good verbal, written, public speaking and interpersonal skills.
6. Ability to gather, synthesize and integrate relevant technical data and compile into appropriate documentation.
7. Ability to establish priorities, deal successfully with multiple priorities, and meet deadlines.
8. Ability to identify problems and recommend and/or take appropriate corrective action.
9. Ability to use MS Office suite along with Adobe.
10. Ability to work in a political environment and deal with sensitive and confidential issues calmly and effectively.

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 smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Four (4) years of progressively responsible administrative or legal experience. Experience in contract negotiation preferred.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS

1. Must possess and maintain a valid State of Florida Driver's License.
2. Must maintain a valid telephone number.
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.

Title: Contract Analyst
PG: 33
Status: Civil Service
Position Reports to: Contracts Manager
Department: Lakeland Electric

Class Code: 6548
Date: 09/08