

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Contracting Officer

Date: 1995

Purpose of Job

The purpose of this job is to procure quality goods and services at competitive prices in accordance with sound procurement practices, and city policies and procedures. Duties include, but are not limited to: maintaining the integrity of the procurement process; discharging the purchasing function with competence and professionalism; drafting, reviewing, and overseeing solicitations; establishing bid criteria; preparing reports; and processing associated paperwork.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Productivity and Accountability:

- Drafts, reviews and oversees solicitations for services requisitioned by assigned user agencies.
- Drafts request for proposals.
- Reviews requisitions for professional services, construction, consulting services.
- Implements bid process by establishing bid criteria, chairing pre-bid and pre-proposal conferences and by providing detailed information to bidders and proponents regarding the competitive bid and RFP process.
- Drafts appropriate legislation for City Council and Mayoral approval/execution.
- Tracks contract activities from solicitation to contract execution.
- Maintains and enhances professional skills and knowledge by staying abreast of market trends and technological advances and innovations; participating in and attending contracting and procurement workshops, conferences and training courses; staying current on the Atlanta City Code, State Law and Federal regulations.
- Handles unscheduled walk-in inquiries, calls from other departments, etc. for requests for general information on other departments and procurement procedures.
- Negotiates price, terms and conditions for City contracts for varied types of services.
- Approves documents for contract modifications, renewals, extensions, etc.

- Advises the Contract Assistant Director and/or Purchasing Director to approve/disapprove procurement requests.
- Investigates vendor references, including business, financial, prior service or other as needed.
- Routes contracts through the signature process.
- Inputs data into CITS regarding contract requests and movement through the procurement process.

Planning and Organizing:

- Drafts, analyzes and incorporates technical contract documents, contract modifications and makes determinations as to their compliance and consistency with applicable laws and codes, and inclusion of required legal clauses, insurance clauses, bonding, wage rates, contract language and procedural requirements.
- Reviews and analyzes bid packages for compliance with City Code applicable laws and responsiveness to solicitor's documents and requirements.
- Develops performance criteria for evaluation of proposals for the evaluation and award of contracts.
- Schedules and maintains total bid/procurement process including recommending policy changes, preparation of status reports and maintenance of documentation.
- Reviews and makes determinations on purchase requests received from user agencies with respect to reasonableness/necessity, quality, cost, location and delivery of needed services.
- Participates in the preparation of specifications and reviews those prepared by user agencies.
- Researches and verifies sole source requests.
- Plans and schedules: routine communications; RFPs; approvals, solicitation, bids, awards.
- Schedules events; coordinates the issuance of materials relating to the procurement of services assigned to this position.

Communication:

- Conducts, schedules, oversees meetings, such as pre-bid, vendor, City Agency, vendor complaint, pre-proposal conferences, bid openings, etc. in accordance with procedures and legal requirements.
- Represents the Contract Division on selection committees for reviewing and evaluating proposals and bids solicited for user agencies.
- Schedules and conducts meetings with contractors and user agencies.
- Initiates and maintains ongoing communications/working relationships with user agencies; provides regular status reports on contracts and requisitions; schedules, conducts and coordinates meetings with user agencies to assist user agencies in meeting their purchasing needs in a timely and cost effective manner.
- Mediates and resolves disputes between contractors and user agencies.

- Trains vendors on purchasing requirements and procedures.
- Trains user agencies on purchasing requirements and procedures.

Quality Assurance:

- Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.
- Follows all safety precautions necessary in operating equipment in a safe and efficient manner.

Problem Identification and Solution:

- Recognizes and identifies problems and assists the user agency in resolving such problems and issues in an expeditious manner.

Equipment Use and Maintenance:

- Operates various office equipment including personal computer, facsimile, photocopier, computer terminal, typewriter, calculator.

Record Keeping and Documentation:

- Drafts, receives and/or reviews various documentation, including requisitions, performance bonds, insurance certificates, bid documents, proposal documents, legal documents, profit and loss statements/bonds, financial report, contracts, contract modifications, legislation, specifications, invoices, architectural drawings and plan, requests for proposals, notices to proceed, addenda, bid tabulations, proponent list, bid schedule.
- Drafts correspondence to provide information specific to a particular project, and not of a general nature.

Interpersonal Relations:

- Shares knowledge with managers, supervisors and staff for mutual and departmental benefit; develops and maintains cooperative and courteous relationships with department staff and employees in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image; interacts effectively with the Assistant Director, Director, department heads, co-workers, elected officials, and the general public.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has extensive knowledge of management, human resource management/personnel, and financial practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives. Is able to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Has extensive knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental and human resource/personnel operations and activities. Is able to effectively communicate and interact with subordinates, elected officials, management, employees and members of the general public. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret personnel and financial reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business/Public Administration or related field required; three years progressively responsible management experience in the procurement of and contracting for goods and services; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Supervisory experience preferred.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or Office Equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.