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HIDALGO COUNTY Precinct #1

Job Title:	Contracts Manager (Temporary)	FLSA Status:	Non-Exempt
Dept No:	121-005	Civil Service Status:	Exempt

SUMMARY:

Assists with Purchasing Department on purchases professional and other services in compliance with the County Purchasing Act. Ensures Contractor compliance with County's contract terms and conditions. Provides technical assistance by determining adequacy of contract specifications, developing contract language, interpreting contract terms and conditions, reviewing contractor responses to bids and proposals, and resolving a variety of pre-and post contract award activities. Draft legal documents. Inventories all contracts (professional services, requirements agreements, etc.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the Purchasing Department in monitoring contracts performance by examining billing, fiscal data, and compliance with terms of contract;
- Assists with Purchasing Department in renewing, amendments, and plan changes, recommends cancellations of contracts when unwarranted deviations occur;
- Assists with the Purchasing Department in resolving audit exceptions by defining causes of errors and recommending appropriate dispositions;
- Assists with the Purchasing Department in coordination contract services with the direct delivery staff to achieve maximum service utilization, may write specifications;
- Assists with the Purchasing Department in developing sources of supplies and services, establishes and uses bidder lists, trade publications, directories and other publications for securing sources and improving competition;
- Assists with the Purchasing Department with receiving, tabulating and analyzing bids and proposals and makes recommendations for awards, notices to proceed, and notices of non-compliance;
- Makes recommendations regarding breach, default and termination action;
- Monitors, Researches and Compiles utilization data; generates monthly, quarterly, and/or annual report;
- Develops network of businesses, ensures eligible businesses are contracted for response to bids;
- Participates in and attends seminars, workshops, and symposia to further training education;
- Performs other tasks as assigned and required by the purchasing agent
- Regular attendance is a must;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty 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 duties and responsibilities;

EDUCATION and/or EXPERIENCE

- High School Diploma or GED;
- Bachelor degree in Business with Coursework in Public Administration or four (4) years of public administration experience;
- Bilingual is preferred;

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles while working in storage warehouse areas moving or inventorying equipment. The employee occasionally works near moving mechanical parts while lifting objects with a pallet jack, hand cart or dollies. The employee works in outside weather conditions while conducting inventories and providing auction support.

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations;