

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
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Job Title: Contract Coordinator
Department: Dover School District
Reports To: Business Administrator
Approved By: Dover School Board

Summary:

The primary responsibility of the Contract Coordinator shall be to assist the Business Administrator in bidding, negotiating terms, and maintaining daily vendor relationships for contracted services, as well as support purchasing associated with the operations of the Dover School District.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assist in developing proposals for bids
- Coordinate and conduct pre-bid proposal meetings
- Assist in reviewing bids
- Assist in negotiating the terms of contracts in collaboration with Business Administrator and attorney, as needed
- Maintain ongoing communication with vendors to develop relationships that maximize the goods and services received through contracts
- Monitor and evaluate the performance of vendors and make recommendations for future vendor relationships
- Liaise with school and district level staff and vendors to access goods and services efficiently and effectively
- Identify procurement opportunities for the District and collaborate with others to maximize pricing and services
- Manage payments of contracted service accounts and purchasing, as needed
- Manage contract databases and documentation
- Review trends in goods and services and provide financial analysis of contracts
- Assist in preparing information to report to Administration and School Board as needed

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Attention to detail
- Analytical skills
- Ability to organize and prioritize tasks and projects
- Ability to work with a team
- Strong communication and interpersonal skills
- Strong leadership skills
- Computer skills

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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The School Board reserves the right to select personnel found to be qualified in their judgment but not meeting all criteria listed.

Education and/or Experience:

This position requires a minimum of an Associate's Degree in an applicable field of business (e.g., business, finance, accounting, etc.), with a Bachelor's degree preferred. Experience preferred.

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended internet software and Office Suite or comparable products.

Certificates, Licenses, Registrations:

No certification is required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. The pace is fast moving.