

**Orange County Administrative Services Department
Procurement Division**

**Contracts Supervisor
Job Code: 20695**

Overview

The Administrative Services, Procurement Division is seeking to fill the Contracts Supervisor position that provides supervision and direction on professional services and construction contracting activities for the entire county. This position is also responsible for preparing, reviewing and executing contracts as delegated on behalf of the Division Manager.

Representative Duties /Assignments

- Assists in the development and implementation of policy and procedures related to contracts for professional services and construction. Implements procedures to ensure standardization of contract documents.
- Develops plans for accomplishment of assigned functions to meet priorities, performance measures and goals.
- Direct, participates in formulating Invitation for Bids (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ).
- Researches, benchmarks and implements policy and procedures relating to innovative value-adding procurement practices, alternative project delivery methods.
- Trains division and user division staff on procurement policy and procedure, statutory limitations governing professional services contracts, alternate project delivery methods and procurement committee procedures.
- Provides direct supervision of Contracts Section staff. Assigns and distributes work, reviews work for accuracy and completeness. Trains new and existing staff members in contract administration techniques and methodologies, orients staff with appropriate policies, regulations and procedures, and ensures that work conforms to standards.
- Resolves problems encountered during daily operations and determines standards for problem resolution.
- Regularly works with division managers, attorneys, engineers and consultants.
- Prepares statistical and informational reports.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited institution in Business or Public Administration, Finance, Accounting or a closely related field and five years of experience in contract administration to include one year of supervisory experience, or an equivalent combination of relevant education or experience.

Preference

Address: Internal Operations II, 2nd Floor, 400 E South St, Orlando, FL 32801

Posting Date: 11/13/17 - Closing Date: 12/31/17

Salary: \$59,821 - \$77,106 annually based on experience

Apply at:

https://mycareers.ocfl.net/psc/ps/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1