

**OFFICE OF THE SHERIFF
Clay County, Florida
Darryl Daniels, Sheriff**

JOB NOTICE

Date: May 7, 2018
From: Chief Bucci, Chief of Personnel
Position: Contracts Coordinator
Reports To: Purchasing Manager
Starting Salary: \$36,785 – paygrade 12
Deadline to Apply: May 27, 2018

The Sheriff is posting a notice of opportunity for the position of Contracts Coordinator.

Specific duties may include, but are not limited to:

- Reviews and assists with writing, preparing, and analyzing written bid invitations, preparing and obtaining quotations and request for proposals in accordance with bid procedures and Florida Laws.
- Participates in and conducts pre-bid conferences, bid openings and pre-construction meetings.
- Assists with all tasks associated with the pre-award, award and post-award phases of the bid and proposal process.
- Assists in the development of contracts/agreements, including researching and writing new contracts/agreements; assists with contract negotiations, and assists with the development of contract policies, procedures and schedules.
- Coordinates execution and distribution of new contracts/agreements and ensures that all required insurance and bond provisions are met and remain in place throughout the contract term.
- Maintains sole source files, data and files related to contracts/agreements, tracks renewal requirements, and notifies applicable departments of upcoming renewal or termination timeframes.
- Reviews and processes requisitions and travel as necessary.
- Performs additional duties as required.

Minimum qualifications: Associate Degree or course work in business administration, public administration, accounting, or related field and minimum of 3 – 5 years of responsible experience in contract administration, purchasing or related field, preferably in a governmental organization; or an equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities. Experience with the Microsoft Office Suite is required. Must pass background check.

If you are interested in this position, please send your completed application and resume to apply@claysheriff.com by the deadline date.

Thank you.

Equal Employment Opportunity Employer

Our Community, Our County, Our Responsibility...
We're All In This Together