

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Contracts and Procurement Coordinator  
**Job Code:** 8205  
**Pay Grade:** 61  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Evaluates Superior Court requirements and determines optimum methods for the procurement of a wide variety of products, goods, and services including capital equipment. The incumbent is accountable for all phases of the procurement process from requests for quotations, establishing vendors, billings, and contract administration.

### **ESSENTIAL FUNCTIONS:**

- Establishes relationships with vendors, contractors, other public entities (AOC, City, County) and consultants in support of the procurement needs for Superior Court.
- Supervises a Resources and Purchasing Technician to include selection, training, counseling, performance evaluation, monitoring and directing the incumbent's procurement work activities.
- Analyzes market trends and compares products and services to determine the best conditions for purchase and delivery. Identifies opportunities and implements sourcing strategies.
- Advises court management and employees regarding the availability, advantages and costs of current and upcoming products and services, and assists in developing desired specifications, standards, contract terms, and conditions.
- Conducts the public bid process including solicitation, pre-bid meetings and bid opening. Coordinates the evaluation of all bids and proposals and prepares written notice of bid awards.
- Prepares contracts and agreements to establish procurement conditions and negotiates administrative contract terms. Prepares purchase requisitions, issues purchase orders and places product and service orders.
- Coordinates with legal counsel to ensure contractors and contract provisions comply with applicable federal and state statutes, regulations and Court policy.
- Assists in preparing financial agreements and amortization schedules.
- Monitors and tracks contracts, and intergovernmental agreements.
- Provides liaison with vendors, court employees and carriers in dealing with purchase disputes and problems such as tracing delayed or misplaced purchase orders and merchandise.
- Approves payment for purchase invoices and contractor billings, reviews and assists with all court procurements.
- Researches, compiles, verify, edits and analyzes contract and purchase data and generates periodic, special and annual reports.
- Maintains appropriate confidentiality and security in the course of performing assigned duties.

**ADDITIONAL RESPONSIBILITIES/DUTIES**

- Assists in the development of policies and procedures for procurement administration.
- Provides contractual and procurement direction and consultation to other court jurisdictions such as Justice Courts, Juvenile Court and Clerk of Superior Court.
- May maintain, audit and reconcile various procurement accounting records and documentation.
- Prepares a variety of formal correspondence on behalf of court management.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles and practices of public procurement, contract development and administration.
- Must have the knowledge of supervising, training, and evaluating employees.
- Must have knowledge of desktop computer software such as word processing and database management.
- Must have the skills to evaluate and interpret contracts, pricing, billing and procurement methods.
- Must have effective organization, negotiation, problem resolution, presentation and report writing skills.
- Must have the ability to communicate effectively with a wide range of people internal and external to the court.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree with a major in finance, business administration, marketing, or a related field, and five years of professional level experience in procurement, developing and administering contracts. OR any equivalent combination of experience, training and education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

None required. A certificate as a Certified Professional Public Buyer is preferred.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Director, Finance. The incumbent performs duties under general supervision, and has supervisory responsibilities for the Resources and Purchasing Technician position.

Date: 09/02/97

Revised: 04/27/04