

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE Contract Clerk I

JOB CODE 4360

DEPARTMENT: Procurement Management

PAY GRADE 19 (UO)

DATE 01/29/01

BASIC OBJECTIVES

This is specialized clerical procurement work preparing and tabulating contracts, bids, and related procurement documents. The work also involves reviewing and auditing procurement documents to insure compliance with Federal, State, and District Laws, policies, regulations, and requirements.

JOB TASKS/RESPONSIBILITIES

1. Prepares contract documents, bonds and agreements in lieu of bond for all commodities and services awarded by M-DCPS, assuring that all requirements of state statutes, regulations and Board Rules are met.
2. Prepares contracts, bonds, and performance security to compliance with governmental regulations and local Board Rules and correcting same prior to submission to School Board Attorney and Superintendent of Schools for finalization.
3. Utilizes department procedures to tabulate bids and to determine the regularity of bidder qualification documents accompanying each bid.
4. Deposits security in lieu of bond, maintains accurate ledgers of same and coordinates with Accounting Department the balancing of same.
5. Releases security or bond upon notification from buying areas that requirements of bid or contract have been met and final payment made.
6. Prepares and submits monthly reports specifying status of all purchase orders and awards on bids still open for payment or delivery.
7. Maintains accurate and current records including purchase orders, awards on bids open for payment or delivery, contract vendors, and bid recommended for award.
8. Responsible for sorting and tabulation of bids for the formal bid opening, attends the opening of bids and prepares departmental records.
9. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Advanced clerical or technical support experience in the purchasing or procurement of a wide range of equipment, materials, and supplies; preferably in a competitive bid environment.
3. A working knowledge of the structure and nature of contract documents, performance and security bonds, and related business documents.

OR

Any equivalent combination of acceptable training and experience.

4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 6/19/88, 9/16/81, 03/25/94