

**DEPARTMENT OF NATURAL RESOURCES  
POSITION DESCRIPTION**

**Working Title:** Contracts and Procurement Coordinator

**Classification:** Contracts Specialist - Senior

**Location:** Central Office – Remediation and Redevelopment Program, State and Federal Programs Section

**Position Summary:** This professional position has primary responsibility for contracting and procurement for all Remediation and Redevelopment (RR) Program projects supported by the Environmental Repair Fund (including emergency response), as well as contracts paid for with federal Environmental Protection Agency (EPA) and Department of Defense (DOD) grants. Primary responsibilities include procurement, solicitation and bidding support and coordination, contract management including invoice processing, requisition entry, workplanning, performance monitoring, and reporting. The RR Program receives almost \$5 million each biennium for Environmental Repair Fund projects. Additionally, the Program manages approximately \$500,000 in contractual costs annually across numerous Federal EPA grants. This position works closely with the State and Federal Programs (SFP) Section Chief and Grant and Budget Manager to ensure efficient and effective use of state and federal funds.

**Location, Geographic Scope, and Travel Requirements:** This position is located in the Central Office (GEF 2) in Madison. with responsibilities statewide. Occasional travel within the state is required.

**Scope of Authority:** This position has direct responsibility for procurement and contracting of the Environmental Repair Fund and federally funded remediation projects for the RR Program. This position works under the supervision and reports to the State and Federal Programs Section Chief, Remediation and Redevelopment Program, Division of Environmental Management.

**Responsibilities and Outcomes:**

**45% A. Administer Contracts**

- A1. Develop project scopes of work, in cooperation with project managers, and negotiate contracts with consultants for professional services. Prepare documents and secure administrative approvals for necessary contract documentation including: contracts, necessary addenda, purchase requisitions and change orders. Direct consultants in the preparation of construction bid documents. Coordinate pre-bid and pre-construction meetings with contractors, DNR Finance, and regional project managers to assure the successful start-up and completion of projects.
- A2. For all types of contracts and in coordination with project managers, track project costs, approve and/or process invoices, negotiate contract disputes, make recommendations for dispute settlement, and evaluate consultant overall performance.
- A3. Assist project managers with general contract and contractor management including assistance in drafting responses to questions, interpreting contract language, and providing document and procedure support and guidance.
- A4. In coordination with the Budget and Grants Manager, evaluate overall contract and funding source performance and make recommendations for adjustments to processes or allocation to specific types of contracts.

**35% B. Serve as the lead for procurement, solicitation, and bidding processes and procedures for the Environmental Repair Fund and Federally funded projects.**

B1. Develop and implement RR Program procurement procedures and ensure Federal, state and DNR procurement requirements are being met during the development of agreements for professional services, goods and services, and construction contracts.

B2. Manage the Professional Services Contract consultant selection and contracting process (Wis. Stat. ch. 23) coordinating with regional and state-wide project managers for each assigned project, notify the selected contractor, initiate contract negotiations with the selected contractor, and prepare appropriate contract documents.

B3. Implement program statewide goods and services and construction contracting policy and procedures (Wis. Stat. ch. 16). Utilize procedures for bidding RR Program projects and delineate the required elements of each bid document in cooperation with Procurement, Finance, and Legal staff.

**15% C. Provide support for RR Program financial processes and procedures.**

C1. Process invoices, prepare financial reports, conduct financial analysis, and track expenditures for select projects, programs, or accounts

C2. Update the RR Program's database (BRRTS) Financial Module for select RR programs.

C3. Deposit revenues including refund of expenditures, tank pulls, cost recovery payments, other liens, settlements, fees, consultant registration, and VPLE.

C4. Assist the Budget and Grants Manager and Brownfields Staff with tracking settlements, proof of claims, and trusts.

C5. Assist the Budget and Grants Manager with monitoring the usage of activity codes and providing guidance to RR Program staff on the use of new or complex activity codes and budget codes.

**5% F. Perform other duties as assigned by Section Chief.**

### **Knowledge, Skills, and Abilities:**

#### Upon Appointment:

- Knowledge with contract and budget management procedures and practices.
- Knowledge of general procurement, solicitation and bidding procedures
- Knowledge with principles of the federal grant process.
- Knowledge with techniques and procedures used to monitor, audit and evaluate budget and expenditures.
- Knowledge of contract and purchase order management.
- Knowledge with principles of work planning for complex organization.
- Knowledge of computerized techniques for budget information gathering, analysis, and management.

#### Full Performance:

- Skilled use and application of PeopleSoft
- Knowledge of DNR and RR Program solicitation, procurement, and bidding procedures.
- Ability to work with technical staff, accountants, purchasing specialists and consultants to scope and manage complex projects.
- Knowledge of the Environmental Fund.
- Knowledge of federal grant procedures and timelines.
- Skills including strategic thinking, resource allocation and monitoring, budget management, contracting and procurement procedures.
- Knowledge with all aspects of the RR Program in Wisconsin.
- Knowledge with other State, Federal and local government agencies and their roles/programs related to the RR Program
- Knowledge of State statutes, administrative rules, policies, and programs applicable to programs within the RR Program.
- Knowledge of DNR-specific policies and procedures pertinent to the RR Program.
- Knowledge of programs within the RR Program.

### **Physical Requirements & Environmental Factors:**

Strength Requirements – Sedentary work, exerting up to 20 pounds of force occasionally for no more than 10% of the time; sitting will occur over 75% of the time.

Environmental Factors – The position will spend approximately 95% of the time indoors.

**Equipment Used:** General office equipment, such as fax machine, photocopier, cellular telephone and computer, including word processing, spreadsheet, database and multimedia presentation software. The position is also required to travel occasionally throughout the state; therefore they must have the ability to travel to locations statewide.

### **Telework Evaluation**

The duties and responsibilities of this position would be suitable for telecommuting occasionally from an alternative location.

## ADDENDUM

### Department Competencies

**Service Excellence for Customers & Partners** - Makes customer service a top priority and constantly seeks to improve customer service. Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome. Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

**Effective & Fair Decision Making** - Able to analyze situations fully and accurately to reach productive and consistent decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible, at the correct level of the decision hierarchy. Able to discern the pertinent facts and develop clearly based objective criteria. Make timely, well-reasoned decisions by integrating information and perspectives appropriately. Uses sound professional judgment in their analyses and decisions.

**Effective Communication** - Able to express ideas in a clear, concise and effective manner, both orally and in writing. Ability to present, facilitate and instruct as part of staff meetings and partner activities. Uses correct grammar and sentence structure in communications. Strong listening skills, particularly when different viewpoints are expressed. Openly shares information and keeps all relevant parties updated.

**Interpersonal Relationships & Partnership Building** - Builds and maintains effective working relationships with others both internally and outside the organization; takes a positive and productive approach to resolving any conflicts which may arise. Shares knowledge and builds trust with colleagues, managers and external partners. Recognizes sensitive information and exercises discretion. Exemplifies the commitment to the DNR's core value of respect; to work with people, to understand each other's views and to carry out the public will, maintain integrity, and treat everyone with fairness, compassion and dignity. Works through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust. Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.

**Demonstrates Leadership**- Establishes vision, sets direction and initiates strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position. Can identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understands the abstract and thinks in terms of whole system and complex interrelationships. Establishes formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skills and ability. Provide direction, support and encouragement amongst their team colleagues and partners.

**Safety/Risk Management** - Demonstrated commitment to safety through incident/accident prevention and control of risks in the working environment.