

**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 approximately \$7 million each biennium in state funds for Environmental Repair 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 Manager 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 Manager, 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 and support DNR project managers 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. Occasional project site visits may be required.
- 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. Occasional project site visits may be required as part of the solicitation process.
- 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 processes.
- C3. Deposit revenues including refund of expenditures, tank pulls, cost recovery payments, other liens, settlements, fees, 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 Manager.

Knowledge, Skills, and Abilities:

- Familiarity with principles of the federal grant process.
- Familiarity with techniques and procedures used to monitor, audit and evaluate budget and expenditures.
- Familiarity with principles of work planning for complex organizations.
- Knowledge of computerized techniques for budget information gathering, analysis, and management.
- Use and application of PeopleSoft
- Expert 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.
- Expert knowledge of the Environmental Fund.
- Knowledge of federal grant procedures and timelines.
- Administrative skills including strategic thinking, resource allocation and monitoring, budget management, contracting and procurement procedures.
- Familiarity with all aspects of the RR Program in Wisconsin.
- Familiarity 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.
- Expert 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. Travel for site visits for purposes such as mandatory pre-bid meetings or contractor compliance checks occur periodically.

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.