

**OFFICE OF TRAFFIC SAFETY
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE Office of Traffic Safety/Administration	
WORKING TITLE Contracts Coordinator	POSITION NUMBER 694 008-5393-005	EFFECTIVE 03/06/13

As a valued member of the Office of Traffic Safety, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the general direction of the Assistant Director of Administration, the incumbent independently performs routine and more complex tasks and provides consultation services as indicated by verbal and written guidelines relating to all aspects of the procurement function. The position may also be utilized in other administrative areas based on the changing needs and priorities of the Office.

TYPICAL DUTIES: The above responsibilities include but are not limited to:

- 45%** Direct all procurement and contracting activities for the office including the development and implementation of purchasing policies to ensure approval of purchase delegation for procurement of commodities, equipment and services. Conduct daily contact as necessary with all OTS vendors regarding purchases and purchase adjustments and deliveries. Independently analyzes each purchase requisition received for compliance with the current provisions of law, regulations and policies, including but not limited to: State Administrative Manual, State Board of Control, Budget Act, Government Code, Board of Equalization Tax Law, Department of General Services and other control agencies.
- 25%** Serve as Small Business/DVBE Coordinator for the OTS to ensure procurement goals are met in accordance with statewide SB/DVBE goals. Perform research for small and disabled veteran's bidder participation and invites quotations and bids from vendors. Maintain current and prior years purchasing records. Incumbent shall develop knowledge/expertise in using the following DGS procurement vehicles/methods: California Multiple Award Schedules (CMAS); Commodity Contract/Price Schedules; Master Agreements and Statewide contracts; Recycled Product Program and Contracts; Cal Card and application rules and regulations.
- 15%** Serve as contracts coordinator, responsible for all aspects of the contracting process including but not limited to drafting contract language, obtaining appropriate signatures and preparation and routing to DGS Legal Services for final approval if required.
- 10%** Develop quarterly and annual reports for the Department of General Services, Office of Small Business and the Legislature.
- 5%** Performs other duties as required.

SUPERVISION EXERCISED OVER OTHERS

No direct supervision responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have analytical skills and be able to express ideas effectively, both orally and in writing, analyze situations and problems accurately and take an effective course of action. Must be able to follow directions and learn rapidly.

The incumbent is required to analyze and prioritize workload and various assignments in accordance with the needs of both administrative activities as well as public affair’s activities. During critical time periods, incumbent must utilize analytical abilities to assist the public affairs unit in the most productive manner.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Incumbent must exercise discretion and good judgment. Failure to do so may reflect negatively on the administrative unit and the public affairs unit of OTS.

PUBLIC AND INTERNAL CONTACTS

The incumbent communicates with office staff at all levels as well as outside contacts. The incumbent attends outside events and is required to represent OTS in a professional fashion.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be able to work independently and make procurement decisions and recommendations.

WORK ENVIRONMENT

Must have the ability to multi-task, and adapt to changes in priorities. Must be able to organize and prioritize a wide variety of assignments involved with procurements, contracting, internal/external reporting and health and safety activities.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor signature Date