



JOB TITLE: **Contractor & DBE Facilitator**

DEPARTMENT: **Administration**

JOB CLASS NUMBER: **3222**

DIVISION: **Purchasing**

REVISION DATE: **7/2/2026**

Acceptance-Department Head

GENERAL PURPOSE

Under the direction of the Director of Purchasing, the Contract & DBE Facilitator performs professional and administrative work in support of the City's purchasing and contract administration functions while coordinating the City's Disadvantaged Business Enterprise (DBE) Program. This position is responsible for preparing and administering contracts, maintaining procurement and contract records, assisting with purchasing activities, monitoring contract compliance, promoting DBE participation, conducting vendor outreach, and ensuring the effective administration of the City's DBE Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and ensure all contract documentation is complete, accurate, and in compliance with City policies and applicable regulations.
- Receive requests for contract services; obtain estimates; prepare, process, and track contract documents, amendments, and change orders.
- Process and obtain approvals for contract modifications and work not previously covered under existing contracts.
- Meet with contractors and City departments to resolve routine contract administration issues.
- Establish, maintain, and update files and records of all contract correspondence and activities.
- Assist in preparing bid documents, solicitation packages, bid lists, requests for bids, and recommendations for contract awards.
- Draft contracts, amendments, purchase agreements, and related procurement documents for management review.
- Coordinate contract review with the City Legal Department and route finalized contracts for approval and execution.
- Verify that all required contractual terms, conditions, and compliance provisions are included in contract documents.
- Maintain contract files and prepare reports regarding contract status, renewals, compliance, and performance.
- Reconcile contract discrepancies between contractors and the City and recommend appropriate resolutions.
- Perform general purchasing and procurement functions in support of departmental operations.
- Coordinate outreach activities to recruit and encourage participation by Disadvantaged Business Enterprise (DBE) vendors.
- Develop, maintain, and update the City's DBE vendor registry and related records.
- Organize and facilitate workshops, seminars, and informational meetings for current and prospective DBE vendors.

- Monitor contractor participation and compliance with the City's DBE goals and reporting requirements.
- Prepare reports documenting DBE participation, outreach efforts, and program effectiveness.
- Assist with the implementation and administration of policies and procedures supporting the City's DBE Program.
- Perform other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to assign additional duties as necessary.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Business Administration, Public Administration, Contract Management, Supply Chain Management, or a closely related field; or
- Two (2) years of progressively responsible experience in contract administration, procurement, purchasing, project management, or a legal support environment; or
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities as approved by the Director of Administration.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of contract administration, purchasing principles, procurement procedures, and records management practices.
- Knowledge of contract preparation, document control, and compliance monitoring.
- Working knowledge of Microsoft Office Suite and the ability to learn purchasing and contract management software.
- Strong organizational, analytical, and recordkeeping skills with exceptional attention to detail.
- Ability to interpret contracts, specifications, policies, and procurement documents.
- Ability to communicate effectively with City employees, vendors, contractors, regulatory agencies, and the public.
- Ability to establish and maintain effective working relationships while exercising sound judgment, diplomacy, professionalism, and confidentiality.
- Ability to prioritize multiple assignments, meet deadlines, and work effectively in a fast-paced environment.
- Ability to prepare reports and maintain accurate records.
- Ability to respond effectively during high-volume and emergency situations.

LICENSES AND CERTIFICATIONS

- **Valid driver's license.**