

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

33195 State Highway 10, Walton, New York 13856

phone: 607-865-7790

fax: 607-865-4932

nycwatershed.org



Watershed Agricultural Council Procurement and Contract Coordinator Executive Exempt Employee Position Description

The Procurement and Contract Coordinator will be responsible for the BMP procurement procedures, and the tracking and reporting of encumbrances and BMP budget of the Watershed Agricultural Program Best Management Practices throughout the NYC Watershed.

Education and Experience Requirements:

- Bachelor's Degree in related field or equivalent experience.
- Minimum of five years' office administration experience.
- Ability to work independently, manage workload effectively, and demonstrate good organizational skills.
- Ability to maintain professional working relationships within a team setting and produce high quality work on a timely basis.
- Excellent Microsoft Office skills including Word and Excel.
- High degree of attention to detail, competency and independence.
- Must have a valid and current driver's license

Duties and Responsibilities:

- Provide leadership to technical staff on the procurement process required for all WAP BMP's.
- Supervise BMP procurement and ensure that all procurement and contracting meets the contractual requirements outlined in the WAC/DEP BMP Procurement Procedures.
- Responsible for tracking encumbrances and contracts.
- Assist the Ag Program Manager with the BMP implementation budget.
- Responsible for entering all Ag related BMP payments in the Ag database.
- Have a working knowledge of the finance accounting system (MIP)
- Assist the Information Technology team with quarterly BMP/NMCP reconciliations.
- Responsible for tracking all BMP Repair/Modification Requests.
- Responsible for all required reporting for any Agricultural Program non-DEP grants or funding agreements.
- Suggest revisions to the procurement process in order to increase competitiveness or efficiency.
- Provide interpretations of the BMP Procurement Procedure at the request of the Landowner and/or Producer, Project Designer or Contractor.
- Review all bid packages for projects for consistency with WAP procurement and general policies.
- Arrange for the administrative and contracting procedures for BMP projects.
- Ensure quality control of the Procurement Procedures by periodically spot-checking Implementation Staff procurement records, site showing activities and other procurement functions.
- Provide training to Planning Teams, SWCD and/or other contracting agency Implementation

Staff, WAC Staff, Contractors, Project Designers, Landowners and/or Producers and others on contracting procedures.

- Seek additional funding approvals as needed for design and contract modifications.
- Manage and supervise staff as assigned.
- All other duties as assigned.

Reporting Relationships:

- Works under the direct supervision of the WAC Agricultural Program Manager.