

City of Madison
Job Description



Title: Bid and Contract Coordinator

Department: Legal

FLSA Status: Non-Exempt

Pay Grade: 107

New Position ☐

Position Change ☒

Revision Date 8/3/2026

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

The Bid and Contract Coordinator is responsible for managing and coordinating the procurement, bidding, and contract administration process for goods, services, and capital projects across all City departments. This position ensures compliance with the City's procurement ordinance, state bid laws, applicable federal regulations, and established municipal policies and procedures. Work is performed under the supervision of the City Attorney to ensure accuracy, completeness, and legal compliance of procurement and contract documents. This role requires a high level of confidentiality, sensitivity, and good judgment.

Essential Functions/Major Responsibilities:

- Develops bid and proposal documents, prepare complex solicitation packages to include all contractual requirements, technical specifications, and supporting documentation based on departmental project specifications and requirements.
- Conducts thorough research to develop comprehensive and accurate bid specifications and procurement requirements.
- Prepares and submits bid advertisements in compliance with applicable procurement regulations and bid laws.
- Coordinates the preparation and distribution of bid invitations and procurement opportunities to appropriate vendors.
- Utilizes ProcureWare software, or equivalent, for bid document distribution, vendor communications, and maintenance of vendor database.
- Coordinates and monitors the pre-qualification process and pre-bid conferences and conducts public formal bid openings and receives sealed bid proposals for all scheduled bids.
- Evaluates bid submissions for responsiveness, compliance, and adherence to specifications and procurement requirements.
- Manages the notification process to provide bid results to successful and unsuccessful bidders.
- Coordinates City Council approval processes related to bid award recommendations and ensures all performance and payment bonds are secured, and insurance certificates are received.
- Coordinates contract administration activities following bid award to include contract execution, completion of notice to proceed, and communication with contractors, consultants, and City staff to ensure contractual compliance.
- Coordinates City Council approval processes and contract administration activities referenced above are related to the award of contracts below the bid threshold values.
- Monitors changes to state bid law and City of Madison procurement requirements, implementing updates as necessary to reflect current conditions.

- Monitors and manages the status of assigned periodic contracts to ensure timely renewals, extensions, or rebidding before contract expiration.
- Coordinates with City consultants and brokers on the review and implementation of risk management practices.
- Ensures all required bid documentation is properly maintained, Alabama Bid Law requirements are consistently met, and bid files are fully prepared for annual audits.
- Reviews sole source procurement requests to determine if all legal requirements have been met and reviews requests for contract amendments, change orders, and extensions.
- Analyzes quotations and pricing received for informal procurements and provides contract administration services for projects and services that do not require formal bidding procedures.
- Assists all City departments in the preparation and administration of requests for proposals.
- Consistently demonstrates initiative in improving operational processes by identifying opportunities to streamline workflows, enhance efficiency, and optimize service delivery.
- Collaborates effectively with staff and the public to provide seamless, responsive, and high-quality customer service.
- Responds to inquiries from City departments, vendors, contractors, and the public regarding procurement and contract-related matters.
- Operates and maintains proficiency in procurement software, database systems, and other departmental technology tools.

Secondary Functions:

- Assists with preparation for City Council and other City board or committee meetings.
- Serves as substitute Executive Assistant in absence of Executive Assistant.
- Assists with property acquisition negotiation and tracking.
- Assists with documentation gathering for City litigation.
- Attends training courses relevant to duties as needed.
- Performs other related duties as required.

Job Scope:

- Establishes priorities for own workload based on need for immediate action, work objectives, and schedules.
- Works under pressure and processes a high volume of paperwork and interaction.
- Position requires multi-tasking and ability to continually be interrupted and start again with a high degree of detail and accuracy.
- Strong attention to detail required due to work with permanent records and management of varying retention requirements.
- Demonstrates strong time management skills to efficiently process high volumes of work and communications while ensuring timely follow-up and resolution.
- Decisions are made within general policy constraints but often require independent research and decision-making.
- May innovate or recommend to the Department Head process changes in interest of efficiency and effectiveness.

Supervisory Responsibility:

None.

Interpersonal Contacts:

- Must communicate professionally and effectively with the public, applicants, commercial brokers, potential businesses, vendors, contractors, and other city employees on a daily basis.
- Must work closely with Director with a high level of discretion with highly confidential and sensitive information at times.
- Must be punctual, dependable, and responsible to the department and Director.
- Must effectively work with Legal Department team and team members from other departments.

Knowledge, Skills, and Abilities:

- Knowledge of municipal policies and procedures, and state bid laws relating to the procurement process.
- Knowledge of modern procurement methods, contract administration practices, and procurement of professional services.
- Knowledge of automated procurement systems and electronic records management.
- Knowledge of principles and practices of office management and file management, both electronic and hardcopy.
- Knowledge of principles and procedures used in maintaining and controlling a complex filing system.
- Skill in the preparation, review, and analysis of complex bid documents, requests for proposals, and contractual documents.
- Skill in the use of computer applications including Word, Excel, PowerPoint, databases, and desktop publishing software.
- Skill in complex filing, records organization, and document management.
- Skill in team collaboration and contributing effectively in a team environment.
- Skill in research methods and the ability to gather, analyze, and synthesize information.
- Skill in time management, project management, and prioritization while managing multiple tasks and interruptions.
- Skill in professional communication with the public, vendors, and contractors by telephone, in person, and in writing.
- Skill in dealing with difficult customers and challenging situations under stressful conditions.
- Ability to process a large volume of records with a high degree of accuracy and attention to detail.
- Ability to handle confidential and highly sensitive information with discretion in a busy work environment.
- Ability to work independently with minimal supervision and follow instructions as directed.
- Ability to produce written documents with clearly organized thoughts using proper English sentence structure, punctuation, and grammar.
- Ability to perform mathematical calculations rapidly and accurately.
- Ability to remain calm, organized, and professional under stress.
- Ability to self-initiate work, stay on task, and follow through on assignments without prompting.
- Ability to maintain a professional appearance and demeanor.
- Ability to receive and act on instruction and direction from supervisors.

Education and/or Experience:

- A high school diploma is required with additional education or extensive practical experience in office practices and computer applications preferred, and some college-work related to duties preferred.
- Minimum five years of experience coordinating and processing bid documents.
- Experience of reporting to a Department Head preferred.

Additional Requirements:

- Microsoft Word, Excel, desktop publishing skills, Outlook, and electronic filing skills required.

- Strong work history of customer related work, dependability, and performance.
- Current driver's license for city related errands.
- Strong background record required, due to accessibility to department staff and city records and data, and frequent interaction with public.
- Must maintain a strong driving record for city-insurance purposes, and record may be periodically checked by the city.

Job Conditions:

- Must be able to work occasional overtime and flexible hours, at times with little notice.
- Ability to consistently demonstrate a high level of judgment and discretion required for maintaining confidential and sensitive information.
- Strong background record required, due to accessibility to department staff and city records and data, and frequent interaction with public.
- Job requires flexibility in work assigned.
- Must maintain a strong driving record for city-insurance purposes, and record may be periodically checked by the city.
- Must be able to work productively with frequent interruptions.
- Must maintain professional personal demeanor, appearance, and work area to maintain professionalism in greeting the public as the departmental representative.

Physical Capabilities:

- Ability to work on computer for extended periods of time.
- Ability to work flexible, long hours, and evenings for meetings and support.
- Mobility in order to handle boxes of documents, operate various office equipment, and perform a high volume of filing.
- Ability to communicate verbally and orally with public in person, over the telephone and in written media.

Mayor Approval

Date

Department Head Approval

Date