



Office of Human Resources
Contract Administrator - CA0751
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General Statement of Duties

Performs full performance professional work developing, negotiating, implementing, and monitoring contractual and use agreements for the city to ensure effective procurement and delivery of goods and services.

Distinguishing Characteristics

Contract Administrator is distinguished from the Contract Compliance Technician, which monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedules and reviews contract and/or payment process. Next, the Contract Administrator is distinguished from the Contract Compliance Coordinator, which manages contract compliance and performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance.

Next, the Contract Administrator is distinguished from the Contract Compliance Supervisor, which performs supervisory duties over employees involved in the operation and maintenance of a contract compliance unit. Finally, the Contract Administrator is distinguished from the Contract Administration Supervisor, which performs professional and supervisory work over staff involved in the procurement and administration of contracts, directs policy and procedure development, and develops long range and short term goals and objectives for the assigned area(s) in conjunction with departmental plans and goals.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Develops, documents, and establishes policy for all necessary contractual parameters, including: types of vendors and services, space allocation, construction requirements, and tenant guideline; develops requests for information or proposals, inter-governmental agreements, and/or revenue agreements.

Markets opportunities for contracting to provide goods and services to the city; moderates pre-proposal conferences and reviews proposals and financial information submitted; and develops and oversees evaluation parameters.

Tracks and responds to market changes, works with stakeholders and determines operational or other efficiencies for improving performance, prepares feasibility studies, which involves: researching and compiling statistics on demographic factors, various markets, and economic conditions; analyzing of revenue data; and preparing reports and recommendations for management.

Negotiates the final terms of contracts, which may include developing expenditure agreements, and manages contracts of specific vendors, services, or construction projects.

Provides technical guidance to staff and contractors, recommends and coordinates the implementation of policies and procedures for assigned functions, and assists in developing new policies and procedures.

Performs on-site investigations to verify compliance to contract, including pricing and employment rules and regulations, approves or denies adjustments, responds to inquiries and audits, and re-inspects as necessary.

Acts as a liaison to the City Attorney's Office, follows prospective contracts throughout the review process, and coordinates actions for breach of contract situations.

Makes presentations to contractors, city department heads, concession operators, and public interest groups and provides information on contract policies and procedures and on general business management.

Maintains a tracking system of contract files throughout the term of the contract, archives all resource documents, and completes reports for management on contractor performance.

By position, performs some or all of the elements of lead work including, planning, assigning, and reviewing work assignments; providing training on contract administration techniques, policies and procedures; and resolving problems encountered during daily operations.

By position, coordinates internal review committees and recommends contract renewals, extensions, amendments and modifications to management.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

Knowledge of financial analysis techniques, including research techniques and analysis of operations and programs, sufficient to be able to perform the duty assignment.

Knowledge of mathematics, including statistics, sufficient to be able to perform statistical analysis and generate decisions from the analysis.

Knowledge of marketing strategies sufficient to be able to recruit services for goods and services required by the agency.

Skill in ensuring compliance with contractual agreements and in performing field investigations to ensure compliance with stated requirements.

Skill in estimating the cost of personnel, materials, and supplies.

Education Requirement

Bachelor's Degree in Business Administration, Public Administration, Political Science, Management, or a related field.

Experience Requirement

Three (3) years of professional experience performing contract negotiation, contract administration, or conducting research and analysis in an area such as budget, compliance issues, or accounting.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to varying and unpredictable situations.

Subject to many interruptions.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth perception: ability to judge distance and space relationships.

Field of vision: ability to see peripherally.

Color vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-810

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: