General Statement of Duties

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.

Distinguishing Characteristics

This class 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. This class is distinguished from a Contract Compliance Coordinator that monitors contract compliance and/or performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, and/or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None

Essential Duties

Monitors contracts to ensure compliance, reviews, reports, and/or resolves areas of non-compliance, and addresses other concerns as necessary.

Supports maintenance of contract files throughout the terms of the contract, assists in completing status reports for management, and processes close-out documents at conclusion.

Ensures contract modifications are properly authorized and processes payments necessary to complete the project.
Reads and interprets contract language to understand terms and conditions of the contract and connects them with services provided and appropriate costs.

Identifies areas needing adjustment and makes suggestions to management to improve future contracts.

Generates financial spreadsheets to track expended contract dollars, contract balances, and/or concession revenues.

Prepares written reports to document vendor and contractor performance and closes out contract activity.

By position, provides special technical support, furnishes information, and answers questions.

By position, reviews required submittals and documentation necessary for payment and performs mathematical calculations to ensure accuracy and correctness of submitted billing statements.

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

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**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.

**Writing** – Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Knowledge & Skills**

Knowledge of the principles of confidentiality related to the work assignment.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Three (3) years of clerical experience which includes one year of experience working with contracts.

**Education & Experience Equivalency**

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

**Licensure & Certification**

None
### Working Environment
Subject to many interruptions.

### 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.
- **Balancing**: maintaining body equilibrium to prevent failing over.
- **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.
- **Eye/hand/foot coordination**: performing work through using two or more.
- **Far Acuity**: ability to see clearly at 20 feet or more.
- **Near Acuity**: ability to see clearly at 20 inches or less.
- **Field of Vision**: ability to see peripherally.
- **Lifting**: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement
- Criminal Check
- Employment Verification

### Assessment Requirement
None

### Probation Period
Six (6) months.

### Class Detail
- **Pay Grade**: A-616
- **FLSA Code**: N
- **Management Level**: 10
- **Established Date**: 9/21/2018
- **Established By**: Lori Schumann
- **Revised Date**:  
  **Revised By**:  
  **Class History**:  

City and County of Denver