



Career Service Authority

Contract Administrator

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GENERAL STATEMENT OF CLASS 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

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

Organizational Awareness – Knows how organization's mission and functions and how it's social, political, and technological systems work and operates effectively within them. This includes programs, policies, procedures, rules, and regulations of the work unit and/or organization.

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 – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

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

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

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, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; related well to people from varied backgrounds and situations; is sensitive to individual differences.

Self Esteem – Believes in own self worth; maintains a positive view of self and displays a professional image.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Stress Tolerance – Deals calmly and effectively with high stress situations (i.e. tight deadlines, hostile individuals, emergency situations, dangerous situations).

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self learning and development.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimum supervision; is motivated to achieve; demonstrates responsible behavior.

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

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

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

Customer Service – Works with customers to assess needs, provides assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

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

Vision – Understands where the organization is headed and how to make a contribution; takes a long term view and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

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

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

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

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

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.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.

Skill in utilizing electronic devices to communicate, utilizing internet search engines and computer databases and software to support contract development.

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.

Lifting: raising or lowering and object up to 10 pounds.

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.

Accommodation: ability to adjust vision to bring objects into focus.

Color vision: ability to distinguish and identify different colors.

Working Environment:

Subject to varying and unpredictable situations.

Subject to many interruptions.

Education Requirement:

Bachelor degree in Business Administration, Public Administration, Political Science, Management, or a directly related field.

Experience Requirement:

Three 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:

Appropriate experience could substitute for the education requirement on a year- to - year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Jean Canfield

REVISED DATE: 12/18/2011

REVISED BY: Hameed Pousti

CLASS HISTORY
6/2009 – The General Statement of Duties, Essential Duties, and Minimum Qualifications were revised and updated. The class spec was put into the new format.
12/2011 – The Essential Duties and MQs were revised and updated.