



Office of Human Resources
Contract Administrator Senior – CA3374
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General Statement of Duties

Performs full performance professional work to procure or administer expenditure, revenue, grant, and non-competitive contracts for professional services and construction.

Distinguishing Characteristics

Contract Administrator Senior is distinguished from the Contract Administrator, which develops, negotiates, implements, and monitors contracts and/or contract financial performance to verify contract terms, services to be provided, and payment schedules and reviews contract and/or payment process.

Contract Administrator Senior is distinguished from the Contract Compliance Supervisor, which performs supervisory duties over employees involved in the operation and maintenance of a contract compliance unit.

Contract Administrator Senior 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.

Essential Duties

Manages and oversees the contract procurement process for an agency or department, works directly with stakeholders to develop, facilitate, and execute procurement strategies, monitors, and tracks all procurement procedures through contract execution, maintains procurement and contract files, prepares decision-making packages, and presents vendor selection recommendations to senior leadership.

Assists with developing, documenting, and establishing policy for all necessary contractual and Executive Order 8 procurement parameters, including types of procurement methods, qualified vendors, construction requirements.

Independently evaluates and reviews complex purchasing specifications for RF(x) opportunities to determine the appropriate method of procurement. Communicates the procurement status to stakeholders and vendors throughout the contracting process.

Monitors programmatic and project level budgets and expenditures, in conjunction with contract spend. Draft/process task orders, task order change orders and other change orders for appropriate review, approval, and encumbrance. This includes all necessary contract compliance as relates to applicability, mark up, fee, etc. as well as financial system due diligence, fiscal oversight, and adherence to typical business processes such as fiscal rule regarding supporting documentation. Performing financial system closeout of contracts or purchase orders. This duty may also include any reporting with grantors necessary regarding any of the above details.

Successful and timely processing of Invoices including coordinating with Project Managers or project leads, pencil copy process, review, and analysis of invoices, drafting justifications and budget memos as required, processing within any applicable software, submitting invoices in a timely manner to ensure vendors are paid promptly.

Develops requests for information, request for proposals, request for qualification, and Invitations for Bid (collectively RF(x)). Markets opportunities for contracting to provide construction and/or professional services to the city; moderates pre-proposal conferences; reviews and interprets proposals and complex financial information from proposal submittals; and develops and oversees evaluation parameters, including evaluation criteria, evaluation panel training, proposal scoring, vendor interviews and demonstrations, and best and final offers.

Creates procurement or project specific reports and makes budget recommendations to divisions based upon proposal submittals and contract negotiations.

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.

Acts as a liaison to the City Attorney's Office, manages prospective contracts throughout the review, execution, amendment, and renewal process, and coordinates actions for non-performance or breach of contract situations.

Negotiates the final terms of contracts, assists with developing scopes of work, and manages executed contracts. Interprets and analyzes contractual terms and clauses and addresses subsequent issues. Manages specialty complex contracts.

Works with stakeholders both internal and external to the City, responds to inquiries, provides specialized and complex information and assistance, and works with client groups to resolve procurement and contract issues and guide procurement decision-making.

Provides technical guidance to staff and contractors on the procurement and contract process and recommends and coordinates the implementation of policies and procedures for assigned functions.

Supports and assists with special projects that impact organizational and citywide procurement and financial initiatives, which includes analyzing business proposals, performing complex process reviews, assisting divisions with conducting feasibility studies, and forecasting expenditures, and preparing reports and presentations recommending courses of action to manage and/or reduce costs throughout the procurement lifecycle.

Performs on-site investigations or inspections to verify compliance to contract and re-inspects as necessary.

Reviews documents prepared by less-experienced staff members related to RF(x) opportunities and analyzes the scope of work and evaluation criteria to ensure the agency is protected without putting undue burdens on the business community or unintentionally disqualifying small business entities.

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

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

Cultivates, fosters, and maintains positive working relationships with managers, supervisors, employees, and other stakeholders to gain their cooperation and support.

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

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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 exceptionally 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.

Deciding and Initiating Action – Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

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.

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.

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 and procurement methods, 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.

Ability to work with sensitive information while maintaining strict confidentiality.

Ability to manage multiple projects and analyze complex processes.

Ability to interpret, monitor, and apply policies regarding procurement and contract compliance.

Ability to train others in administrative practices and processes.

Skill and proficiency in Microsoft Office Suite with emphasis in Word, Excel, PowerPoint, and Outlook.

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.

Proven data analysis, problem solving, planning, and organizational skills.

Level of Supervision Exercised

By position, may performs lead work.

Education Requirement

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

Experience Requirement

Four (4) years of professional experience performing procurement functions, contract negotiation, contract administration, or conducting research and analysis in an area such as procurement, contracting, 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.):

Balancing: Maintaining equilibrium.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location 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: EX-10

FLSA Code: Y

Established Date: 6/12/2022

Established By: GT

Revised Date: 4/12/2023

Revised By: AD

Class History: 4/12/2023 – Changed experience requirement to align with supervisor level and updated General statement of duties and essential duties.