



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

Performs intermediate 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 Coordinator, which manages contract compliance and performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance.

Contract Administrator is distinguished from the the Contract Administrator Senior, which performs full performance professional work to procure expenditure, revenue and non-competitive contracts for professional services and construction.

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.

### 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.

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 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.

### **Level of Supervision Exercised**

By position, performs lead work.

### **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.):

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-09  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:** 6/12/2022  
**Revised By:** GT  
**Class History:** GT - Revised General Statement of Duties and Distinguishing Characteristics.