



Office of Human Resources  
Contract Administration Supervisor - CA0750  
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### General Statement of Duties

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.

### Distinguishing Characteristics

This class performs professional and supervisory work over staff involved in the procurement and administration of contracts. This class is distinguished from the Contract Compliance Supervisor that performs supervisory duties over employees (Contract Compliance Coordinators) involved in the operation and maintenance of a contract compliance unit.

The Contract Administration Supervisor is distinguished from the Contract Administrator that negotiates, implements, and monitors contractual and use agreements for the city to assure effective delivery of goods and services.

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

The Contract Administration Supervisor is distinguished from a Manager I that that manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects.

### Essential Duties

Directs and evaluates the work of professional contract administration staff members, provides technical expertise to staff, and establishes section and staff work programs and objectives.

Plans, assigns, and reviews the work of staff members performing a variety of contract administration functions and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Trains new staff members in contract administration techniques and methodologies, orients staff with appropriate policies, regulations, and procedures, and ensures that work conforms to standards and regulations.

Develops internal procedures for contract procurement and final settlement and develops procedures to monitor contract retention, claims, and amendments.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

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**

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**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.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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

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

### **Level of Supervision Exercised**

Supervises two or more Contract Administrators and may supervise other technical and/or office support employees.

### **Education Requirement**

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

**Experience Requirement**

Five (5) 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**

Pressure due to multiple calls and inquiries.  
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.):

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.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.

**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-12**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 4/12/2023**

**Revised By: AD**

**Class History: 6/12/2022- Revised Distinguishing Characteristics.**

**4/12/2023 – Changed experience requirement to align with the creation of the Contract Administrator Senior.**