

## CONTRACTS ADMINISTRATOR

**DEFINITION:** Under general direction of Management staff provide oversight and compliance auditing on all City contracts with outside service providers; to perform a variety of highly responsible, complex and technical tasks relative to contacts administration.

**ESSENTIAL FUNCTIONS:** The incumbent must be able to:

- Coordinate with purchasing staff, legal counsel, and outside contractors to manage the business relationship with contract parties; participates in the development, fulfillment and auditing of contract requirements in accordance with city policies and local, state and federal regulations; ensure consistency and provide oversight in contracts and contractual relationships.
- Review proposals (including RFP and RFQ documents), contract specifications and provisions for compliance with City standards.
- Supervise, assign and coordinate the work of office support staff to ensure productivity and efficiency
- Ensure that all contracts adhere to City liability and insurance requirements.
- Review and evaluate and approve contract change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements.
- Develop a process for the submittal and timely review of change orders and requests to utilize contingency monies.
- Recommend and administer the implementation of goals and objectives; establish schedules and methods for providing contract services; develop and implement policies and procedures to insure quality of contract services.
- Review bid specifications, examine and evaluate bid proposals, and consult with purchasing staff on bid awards; review bids for acceptability;
- Monitor contracts to ensure vendor compliance and to expedite timely completion of contract agreements.
- Maintain a variety of records on specific contracts and related files and periodically monitors for conformance.
- Prepares and presents verbal and/or written reports; advises departments on status of contracts.
- Work closely with other departments and outside agencies/organizations in reviewing bid specifications, requests for proposals/qualifications, contracts and/or other related services.
- Respond to and resolve difficult inquiries and complaints.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and customer service assistance.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying.

The incumbent must have knowledge of:

- Principles and practices used in the development of contracts
- Principles and practices of contract law and administration.
- Solicitation of proposals and request for qualifications processes
- Methods and techniques of negotiation.
- Principles of auditing and compliance review process
- Business letter writing and report preparation.
- Pertinent federal, state, and local codes, laws, and regulations as it relates to contract law

Ability to:

- Audit contracts and contract changes
- Resolve contractual disputes
- Effectively represent the City objectives to outside vendors and organizations
- Operate computers and related software
- Select, supervise, train and evaluate staff
- Prepare clear and concise reports

**Experience:** Five years of increasingly responsible professional experience in the development, administration and compliance auditing of contracts; supervisory experience desirable.

**Training:** A bachelor's degree from an accredited college or university with major coursework in business or public administration, or a closely related field.

**License:** Possession of, and continuously throughout employment, a valid CA Class "C" Driver's license.