



Job Description

JOB TITLE:	Contract Administrator	JOB FAMILY:	Administrative
JOB TITLE CODE:	ANG203	EEO CODE:	Professional
DEPARTMENT(S):	Multiple	WAGE SCHEDULE:	G24
FLSA STATUS:	Exempt	EFFECTIVE DATE:	January 1, 2001

JOB SUMMARY

Oversees and coordinates contractual relationships for capital and/or maintenance projects to ensure compliance with City specifications, requirements, and budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties and responsibilities commensurate with assigned functional area within a City department which may include, but are not limited to, any combination of the following tasks:

- Coordinates the preparation and review of specifications for contracts for new or replaced equipment and/or facilities.
- Monitors and facilitates the progress of projects through contract review, bid process, and all phases of contract completion.
- Provides follow-up and detail work to insure orderly and effective project implementation, including the development of forms and procedures; trains individuals associated with the project.
- Establishes and maintains a complete specifications and code library, keeping users advised at all times of contemporary standards.
- Coordinates the review and inspection of contractual specifications for compliance with Federal and State requirements.
- Coordinates the completion of assigned tasks with other departments, outside contractors, and consultants, and representatives of government.
- Investigates and defines problem areas, conducts studies and prepares reports recommending solutions or courses of action related to contract administration and/or projects.
- Monitors department operating and project budgets; projects financial needs necessary to provide capital for project requirements.
- May oversee the work of technical and clerical employees engaged in supporting departmental administrative functions.

SUPERVISION RECEIVED AND EXERCISED



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- Works under general supervision.
- No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

EDUCATION AND EXPERIENCE REQUIREMENTS

- College-level course-work or graduation from an accredited two-year or four-year college or university with a degree in construction management, project management, architectural, or engineering related field.
- Five or more years of professional related experience in construction project management related to assigned functional area.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of the laws, rules and regulations controlling budgetary, fiscal, and contract procedures of City government.
- Knowledge of the principles and practices of automated information systems, office procedures, and data processing.
- Skill in interfacing effectively in a complex and dynamic work environment.
- Skill in good listening and communications.
- Skill in preparing clear and comprehensive technical reports, recommendations, and proposals, verbally and in writing.
- Skill in reading and comprehending technical specifications, laws, and codes as they relate to contract administration.
- Ability to work independently on complex tasks and non-routine matters.
- Ability to communicate verbally and in writing, with contractors, consultants, employees, and other departments.

PHYSICAL DEMANDS

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
- The noise level in the work environment is usually moderately quiet.