

CONTRACT MANAGEMENT & COMPLIANCE ADMINISTRATOR

PURPOSE: Manage the contract administration process including contract preparation, verification, and administration.

An employee in this position prepares, verifies, analyzes and reconciles contractual terms and conditions. This includes reviewing, researching, and administering complex contracts for the City; assuring that the City's risk management and contract policies are followed and that legal review occurs. It also involves coordinating with and providing assistance to City management and staff, consultants, and contractors regarding contract obligations, renewals and revisions.

FUNCTIONAL AREAS:

1. Perform all duties associated with the contract administration and compliance process, including organizing, directing and monitoring all related activities.
 - * A. Prepare resolutions related to contracts for City Council approval.
 - * B. Assist with the negotiation of contracts; act as lead negotiator on routine contracts.
 - * C. Review and investigate non-compliance issues, and write situation summaries proposing solutions.
 - * D. Research and aid in the resolution of contract issues.
 - * E. Analyze contracts for conformance with established intent, and modify as necessary.
 - * F. Develop and prepare contracts as assigned, ensuring compliance with City policies, local regulations, and state and federal laws.
 - * G. Provide guidance to the public and City employees regarding legal issues for contracts and proper contract formation.
 - * H. Train and assist City staff in processing contracts to ensure conformity with established policies and procedures.
 - * I. Participate in the planning and direct the City-wide implementation of the contract administration program; and manage the program on an ongoing basis.
 - * J. Ensure secure storage and easy retrieval of all contracts.
 - * K. Serve as liaison between City departments, contractors, consultants and users regarding contractual process issues.
 - * L. Compile data for administrative analysis, and prepare reports or data summaries from complex records for Department Directors, other City staff and the public.
 - * M. Provide key performance monitoring of the contract process.
 - * N. Assist with audits as required.
 - * O. Recommend and adopt improvements to contract procedures and process.

JOB REQUIREMENTS

Education & Experience Requirements

- ❖ Bachelor's degree in Business Administration or Associate in Science Paralegal degree (degree in both preferred) from an accredited institution; plus five (5) years of experience preparing, negotiating and administering a variety of contracts.

License Requirement

- ❖ Possession of a valid driver's license or the ability to provide suitable transportation if necessary.

Knowledge Requirements

- ❖ A. Knowledge of contract preparation and management principles and practices.
- ❖ B. Knowledge of budget management principles and practices.
- ❖ C. Knowledge of data analysis methods and techniques.

- ❖ D. Knowledge of purchasing processes and procedures.
- ❖ E. Knowledge of contract negotiation techniques.
- ❖ F. Knowledge of English grammar, spelling and punctuation.

Skill Requirements

- ❖ A. Skill in the operation of a personal computer and job-related software applications including Word, Excel, Access, and ability to learn SharePoint.
- ❖ B. Skill in gathering, evaluating, and transmitting technical legal information and other data.
- ❖ C. Skill in communicating effectively, both orally and in writing, with customers, clients and City staff.

Ability Requirements

- ❖ A. Ability to respond to inquiries regarding contract obligations, renewals or revisions in a timely manner and with complete accuracy.
- ❖ B. Ability to define and analyze problems and to project consequences of recommendations.
- ❖ C. Ability to interpret laws, ordinances, and administrative policies and to explain them to others.
- ❖ D. Ability to work independently with minimal supervision.
- ❖ E. Ability to maintain a professional demeanor in stressful situations.
- ❖ F. Ability to establish and maintain effective working relationships with other City employees, vendors, the public and others.
- ❖ G. Ability to compile reports from a wide variety of sources.
- ❖ H. Ability to perform a wide variety of duties with accuracy and speed under the pressure of time-sensitive deadlines.
- ❖ I. Ability to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Physical Ability Requirements

- ❖ A. Ability to sit for extended periods.
- ❖ B. Fine dexterity to operate computers and other office equipment.
- ❖ C. Visual acuity to read material and inspect documents for accuracy.
- ❖ D. Ability to hear and speak clearly to exchange information.
- ❖ E. Ability to occasionally bend, stoop and reach for supplies, files, etc.
- ❖ F. Ability to occasionally lift and carry office items weighing up to 20 pounds.
- ❖ G. Ability to attend work on a regular basis.

- * Essential functions of the position
- ❖ Job requirements necessary on the first day of employment

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