

Water Authority Position Description

CONTRACT ADMINISTRATOR

Status	Position Code	Level	Date
APPROVED	COAD	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

COORDINATE AND REVIEW THE FORMULATION AND FINALIZATION OF CONTRACTS AS REQUIRED IN COORDINATION WITH MANAGEMENT AND LEGAL STAFF. ENSURE COMPLIANCE OF APPROPRIATE REGULATIONS. RESEARCH AND PREPARE ANALYSIS AS REQUIRED.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION OR RELATED FIELD, PLUS FIVE (5) YEARS EXPERIENCE IN THE PREPARATION, ADMINISTRATION AND MONITORING OF CONTRACTS, TO INCLUDE (2) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY. EXPERIENCE WITH CONSTRUCTION AND/OR DESIGN PROFESSIONAL CONTRACTS PREFERRED.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM UPPER LEVEL MANAGEMENT.
MAY SUPERVISE SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. ADMINISTER AND SUPERVISE CONTRACT MONITORING, CONTRACT ADMINISTRATION AND COMPLIANCE.
2. COORDINATE WITH FINANCE STAFF TO ENSURE PROPER BILLING AND COLLECTION OF CONTRACTUAL REVENUE.
3. DEVELOP AND PREPARE REGULAR REPORTS ON THE STATUS OF CONTRACTS.
4. DETERMINE THE PRIORITIES, GOALS AND OBJECTIVES OF WORK FUNCTIONS ASSIGNED.
5. RESOLVE CONTRACT PAYMENT DISPUTES AND CONFER WITH CONTRACTORS AND OTHER DIVISIONS CONCERNING CONTRACT PAYMENTS AND COMPLIANCE.
6. IMPLEMENT AND INTERPRET POLICIES AND PROCEDURES. DEVELOP, RECOMMEND AND COORDINATE THE IMPLEMENTATION OF NEW PROCEDURES FOR THE ASSIGNED FUNCTION.
7. PERFORM AND/OR REVIEW CONTRACT PAYMENT AND INVENTORY AUDITS.
8. MAINTAIN COMPUTER DATABASE FOR THE CONTRACT MANAGEMENT SYSTEM.
9. MAY PROVIDE DIRECTION TO CONTRACT SPECIALISTS AND STAFF REGARDING RELEVANT CONTRACT PROVISIONS.

SUPPLEMENTAL FUNCTIONS

1. CONDUCT SPECIAL PROJECTS AS ASSIGNED.
2. PERFORM OTHER JOB RELATED DUTIES AS NECESSARY OR ASSIGNED.

PREFERRED KNOWLEDGE

PURCHASING PRINCIPLES, PRACTICES AND GOVERNING ORDINANCES
PRINCIPLES, PRACTICES AND GOVERNING REGULATIONS OF PROFESSIONAL
ENGINEERING SERVICES PRINCIPLES, PROCEDURES AND GOVERNING REGULATIONS OF
CONSTRUCTION CONTRACT SERVICES PRINCIPLES AND PROCEDURES OF GOVERNMENTAL
PURCHASING AND CONTRACT ADMINISTRATION OPERATIONS, SERVICES AND
ACTIVITIES OF LEASE NEGOTIATIONS AND CONTRACT COMPLIANCE MODERN AND
COMPLEX PRINCIPLES AND PRACTICES OF LEASE NEGOTIATIONS AND CONTRACT
COMPLIANCE PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PURCHASING AND ACCOUNTING ACTIVITIES
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS INCLUDING
REGULATIONS CONCERNING GOVERNMENTAL PURCHASING

PREFERRED SKILL/ABILITY

APPLY PURCHASING PRINCIPLES AND PRACTICES
SUPERVISE, ORGANIZE AND REVIEW THE WORK OF SUPPORT STAFF
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES
PREPARE CLEAR AND CONCISE REPORTS
ESTABLISH AGREEMENT MONITORING SYSTEMS
NEGOTIATE AND OVERSEE LEASE AGREEMENTS AND PROFESSIONAL SERVICES
AGREEMENTS COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITINGS
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK INCLUDING AUTHORITY OFFICIALS AND THE
GENERAL PUBLIC WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF
TIME
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES