

Water Authority Position Description

CONTRACT COMPLIANCE SPECIALIST

Status	Position Code	Level	Date
APPROVED	COSP	P25	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

PREPARE, REVIEW, MONITOR OR MAINTAIN LEASES, CONTRACTS, OR AGREEMENTS ENSURE COMPLIANCE OF APPLICABLE RULES AND REGULATIONS. RESEARCH AND PREPARE REPORTS AS NEEDED. SERVE IN AN ADMINISTRATIVE CAPACITY FOR ALL CONTRACT MATTERS.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE WITH MAJOR COURSE WORK IN BUSINESS ADMINISTRATION OR A RELATED FIELD PLUS TWO (2) YEARS OF CONTRACT DEVELOPMENT, CONTRACT MANAGEMENT OR RELATED EXPERIENCE.

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 IMMEDIATE SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. PREPARE, REVIEW AND MONITOR LEASES, CONTRACTS, AND AGREEMENTS. ENSURE CONTRACT COMPLIANCE WITH WATER AUTHORITY POLICIES AND PROCEDURES AND OTHER TERMS AND CONDITIONS. MAINTAIN CONTRACTS IN ACCORDANCE WITH APPROPRIATE RECORD RETENTION PROCEDURES AND INTERNAL CONTROLS.
2. DEVELOP AND PREPARE PERFORMANCE SPECIFICATIONS AND REQUESTS FOR PROPOSALS AND MONITOR PROJECT PAYMENTS.
3. MONITOR, AND ENSURE COMPLIANCE OF NEGOTIATED SERVICES. IDENTIFY RESOURCE NEEDS. FORMULATE AND DEVELOP NEEDS WITH APPROPRIATE MANAGEMENT STAFF.
4. REVIEW AND ENSURE CONTRACTOR COMPLIANCE WITH APPLICABLE STATE LICENSING REGULATIONS. DETERMINE CONTRACTOR INSURANCE REQUIREMENTS IN ACCORDANCE WITH APPLICABLE REGULATIONS.
5. ESTABLISH SCHEDULES AND METHODS TO PROVIDE CONTRACT COMPLIANCE AND DOCUMENT MANAGEMENT. REVIEW NEEDS WITH MANAGEMENT FOR ALLOCATION.
6. PARTICIPATE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES. MAKE RECOMMENDATIONS FOR CHANGE AND IMPROVEMENTS TO EXISTING STANDARDS AND PROCEDURES.
7. PROVIDE VARIOUS AGREEMENT INFORMATION TO POTENTIAL TENANTS, CONSULTANTS, CONTRACTORS, DEVELOPERS, LEGAL COUNSEL AND OTHER EXTERNAL ENTITIES.
8. PREPARE AND COMPLETE REQUIRED AGREEMENT INFORMATION, DOCUMENTS, DRAFTS AND AMENDMENTS. ENTER INFORMATION INTO COMPUTER SYSTEM. PREPARE CORRESPONDENCE FOR APPROVAL.
9. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.
10. RESOLVE CONTRACT PAYMENT DELINQUENCIES AND COORDINATE RESOLUTION WITH DIVISIONS OR EXTERNAL ENTITIES.

SUPPLEMENTAL FUNCTIONS

1. MAY DEVELOP STANDARDIZE FORMS FOR THE COLLECTION AND DISTRIBUTION OF LEASE, CONTRACT AND AGREEMENT INFORMATION AND OTHER DOCUMENTS. MAY OVERSEE THE PROCESSING OF LEASES, CONTRACTS, AND AGREEMENTS WITH WATER AUTHORITY LEGAL STAFF, CITY OF ALBUQUERQUE PURCHASING DEPARTMENT, AND OTHER DIVISIONS.
2. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF CONTRACT COMPLIANCE AND LEASE NEGOTIATIONS.
3. PROVIDE OR COORDINATE CONTRACT COMPLIANCE STAFF TRAINING.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF RESEARCH, ANALYSIS AND REPORT PREPARATION
METHODS AND TECHNIQUES OF FINANCIAL CONTRACT ANALYSIS
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
PRINCIPLES AND PRACTICES OF LEASE NEGOTIATION AND CONTRACT COMPLIANCE
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
PRINCIPLES & PROCEDURES OF FINANCIAL RECORD-KEEPING AND REPORTING
PRINCIPLES OF BUSINESS MATH
PRINCIPLES AND PRACTICES OF GOVERNMENTAL ACCOUNTING

PREFERRED SKILL/ABILITY

OVERSEE CONTRACT COMPLIANCE
NEGOTIATE AND MONITOR LEASE AGREEMENTS
INTERPRET AND EXPLAIN AUTHORITY POLICIES AND PROCEDURES
PREPARE CLEAR AND CONCISE REPORTS
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK MAINTAIN A VARIETY OF FINANCIAL RECORDS
AND FILES. ACCURATELY TABULATE, RECORD AND BALANCE ASSIGNED TRANSACTIONS
PROVIDE RESPONSIBLE FISCAL SUPPORT AND ANALYSIS FUNCTIONS
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
OPERATE A VARIETY OF OFFICE EQUIPMENT

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

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