

Job Description	
Position Title: CONTRACT ADMINISTRATOR	Department: Contracts
Reports To: Manager, Contracts	Provides Direction To: N/A
Pay Grade: 8	Date Effective: 10/1/2018

SUMMARY: Under general supervision, prepares, negotiates, administers, and audits assigned contracts; drafts, updates, and maintains a variety of procurement documentation; participates in developing procurement strategies and schedules; maintains compliance with contracting standards and regulations governing public agency contracts; liaises with TCA departments and external parties regarding various contracting matters; and performs other duties as required.

If position is underfilled for training: level of supervision progresses from close to general depending on incumbent's taking on more complex duties. Position will be paid on the same range as Contracts Assistant (Pay Grade 6). Over the course of up to two years working as an apprentice Contract Administrator, the incumbent is required to learn and perform the full scope of work performed by Contract Administrators; and to perform other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position-specific duties and/or duties that are outside the specific responsibilities that are listed.

- Plans, coordinates, and manages all aspects of the procurement process for assigned contracts; monitors and maintains compliance with TCA policies and procedures, contracting standards, and applicable federal, state and local laws governing the administration of public agency contracts.
- Participates with project teams in developing procurement strategies and schedules; considers needs, potential for competition, estimated price, and timing requirements.
- Drafts, updates, and maintains Invitations for Bid (IFB's), Requests for Proposals (RFP's) and accompanying contract documentation; advertises IFB's and RFQ's in appropriate publications and on the TCA website; reviews and ensures that bid specifications are clear, biddable, and not unduly restrictive.
- Develops and maintains procurement schedules with input from designated TCA Technical Representative, other Agency staff, and/or consultants; coordinates timetables with Board schedules, procurement needs, and in accordance with Contracts and Procurements Services (CAPS) Policies and Procedures Manual.
- Drafts and prepares contracts and purchase orders for signature based on standard forms; recommends modifications as necessary to fit the scope of work and other applicable circumstances.
- Negotiates and/or participates in the negotiation of assigned contracts; reviews contract cost submittals; executes contracts in accordance with the delegated authority of the CAPS Policies and Procedures Manual.
- Interprets and clarifies contract provisions and advises project managers and/or other applicable parties regarding contract compliance issues.
- Prepares complex contract amendments, revisions, terminations, and close-outs.
- Creates and provides active contract reports to management personnel.

- Reviews and processes contract invoices; monitors and ensures compliance with contract terms.
- Coordinates, reviews, and submits Procurement Summary Reports (PSR's) for Board reports as required.
- Administers, directs, and participates in the auditing of assigned contracts; prepares and maintains related records and files.
- Participates in developing, coordinating, and maintaining contract and procurement databases.
- Liaises with TCA staff, contractors, and external parties regarding various contracting matters; provides related information and assistance.
- Assists in the communication of contracting procedures and practices.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Business Administration or a closely related field combined with a minimum of three years of experience in contract administration or management; OR an equivalent combination of education and experience. Additional training, education, or certification in contract management is highly desirable.

For incumbents serving as a trainee to become a Contract Administrator, a Bachelor's Degree in Business Administration or a closely related field and a minimum of two (2) years of office administration experience; OR an equivalent combination of education and experience. Successful completion of a certificate program recognized by the National Contract Management Association (NCMA) within 24 months of hire is required. There is no long-term status beyond two years for serving in the apprenticeship role. Incumbents are expected to demonstrate successful performance on the job as well as completion of a NCMA-recognized certificate program.

Required Knowledge of:

- Current principles and practices of contract administration.
- Procurement processes, procedures, and documentation.
- Methods and techniques for conducting procurement research.
- Contract negotiation methods and techniques.
- Administrative practices and work planning and scheduling procedures.
- Federal, state, and local laws governing contract administration.

Skills in:

- Administering contracts and undertaking all aspects of the procurement process.
- Successfully negotiating and ensuring compliance with contract terms.
- Preparing a variety of clear, concise, accurate, and complete procurement documentation.
- Organizing, updating, and maintaining contract records, files, and databases.
- Maintaining compliance with contract standards/regulations and departmental procedures.
- Planning, organizing, and completing assignments in a fast-paced environment with established deadlines.
- Working independently while also effectively collaborating as a team member.
- Establishing and maintaining productive relationships with TCA staff, vendors, contractors, and the public.

Required Licenses and/or Certifications:

- Certification as a Certified Professional Contracts Manager (CPCM) is preferred.