

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Contract Administrator</u>
Sch.& Grade	<u>PAT-10</u>
Class Code	<u>BB15</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Legal</u>

PRIMARY PURPOSE:

Serves as a monitor of City-wide activities regarding contract compliance.

SUPERVISION:

Under the general supervision of the City Attorney or designated Assistant City Attorney.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, coordinates and administers activities relating to the establishment of City contracts.
2. Formulates policies and procedures regarding contractual agreements.
3. Insures Citywide adherence to policies and procedures with regard to contractual agreements with outside agencies, individuals, etc.
4. Serves as a liaison with city departments, private and governmental officials and agencies regarding contractual and related issues.
5. Works with City Attorney and other appropriate individuals on contract violations requiring legal action.
6. Provides input to negotiating or drafting attorney regarding contract language.
7. Under direct supervision of an attorney, may draft special conditions of contracts as assigned or requested, to assist in contract monitoring.
8. Prepares recommendations and provides assistance to other departments regarding minimizing losses associated with compliance issues.
9. Secures bonds and insurance from contractors when required.
10. Researches and monitors various related governmental legislative, fiscal and regulatory activities, as appropriate.
11. Reads, understands and applies applicable laws such as prevailing wage, etc. to ensure Citywide compliance.
12. Prepares and presents information and/or speeches to individuals and groups, including employee training classes, City Council, professional organizations, conferences, the general public, etc.
13. Establishes and communicates clear goals and objective through total quality improvement.
14. Prepares and maintains necessary written reports, records, correspondence and other documentation.
15. Develops and utilizes computer software applications such as word processing, spreadsheet, and database in contract administration.
16. Advises the City Attorney regarding assigned projects and activities.

IMPORTANT FUNCTIONS:

1. May travel to and perform, assist or direct field inspections of projects both prior to and during construction to determine compliance with contract specifications, complete fact-finding for investigating complaints, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of legal language and terminology relating to contract preparation and administration; rights, remedies and responsibilities relating to contractual agreements; federal and state laws, City Code & City Charter requirements as they relate to contract compliance issues; computer software applications relevant to contract administration; bonds, insurance and other items relating to indemnification.

Abilities

Effectively coordinate and manage a number of contract compliance activities simultaneously, including establishing and monitoring critical dates, etc. to assure timely completion of work; work independently with minimal guidance; appropriately apply negotiating skills in problem solving; communicate effectively both orally and in writing; deal effectively and courteously with associates and the general public; prepare and maintain required records and written reports; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the city’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s degree in Business or Public Administration, Legal Studies, or related field, supplemented by three years of professional work experience in contract administration. Appropriate work experience may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, sorting, kneeling, and reaching from both ground level to overhead as required for tasks such as filing; lifts and carries up to 10 pounds; pushes and pulls up to 25 pounds; holds and grips objects; may be subject to sitting for long periods of time; *ability* to operate a computer keyboard.

Working Environment

Primarily indoor with heating and cooling regulated in a general office environment. May be exposed to extreme weather conditions when traveling to off-site locations.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s license and provide own vehicle for on-the-job transportation purposes.

Miscellaneous Requirements

None required.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4527
Comments:	Update Abilities	Date: July 10, 1995

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____