

TITLE: CONTRACTS ADMINISTRATOR

CODE: 24265

GENERAL DESCRIPTION:

This is very responsible engineering and construction contracts management work involving the review of engineering contracts and the monitoring of the financial management of contracts.

Work involves responsibility for providing guidance to project engineers in the financial management of projects. Duties include supervision of technicians in the making of payment estimates and plotting inspector's notes. This position also has the responsibility for making difficult contract interpretations and financial contract administration decisions. This work requires that the employee have considerable knowledge, skill and ability in budget administration and contract administration.

SUPERVISION RECEIVED:

Works under the direction of the Director of Engineering and Planning and Chief of Engineering.

EXAMPLES OF DUTIES:

Schedules, assigns, directs and evaluates a small work group of technicians and clerical employees in engineering administration and contract management.

Prepares agreements and Requests for Proposals on engineering projects. Oversees the reviews of contracts for proper insurance coverage.

Coordinates the approval of progress and other payments for engineering projects documentation of contract compliance.

Assists in coordinating the preparation of annual Function budget and monitoring of budget administration. Analyzes budget and budget control issues and prepares budget estimates and narratives.

Performs special administrative assignments, such as the monitoring of vehicle use, coordination of Function safety program and compilation of annual and quarterly reports.

Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information on Function efficiency and effectiveness.

Trains and counsels employees. Administers union contract language and oral warnings and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

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Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of budget and contract administration principles and practices as well as engineering projects and plans.

Good knowledge of public administration principles and practices as applied to a specialized work unit.

Good ability to communicate orally and in writing and to coordinate technical and specialized operational and administrative activities.

Good ability to administer policies and procedures including scheduling, budgetary work, day-to-day problem solving and report writing.

Good ability to lead a work group directly and through an assistant.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, engineering firms, and contractors.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in business or public administration, civil engineering or a related field plus five years of progressively-responsible engineering contracts review or engineering project administration experience including at least some experience in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.