



CLASSIFICATION TITLE: Contracts Administrator	JOB NUMBER: 7211	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Parks and Public Facilities Director	PAY GRADE: 18	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs difficult skilled administrative support work in the development, procurement, and administration of various service contracts, agreements, and grants, and related work as apparent or assigned. Work is performed under the limited supervision of the Parks and Public Facilities Director (supervisor).

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Assures that purchasing and procurement contracts and agreements are prepared and executed in compliance with federal, state and local regulations; prepares contract documents including statements of qualifications, solicitations for bid, scopes of work, performance monitoring of agreements and contracts, and reporting requirements; develops request for proposals for the department and participates in the bid preparation, procurement, negotiation and execution of contracts and agreements.
- Coordinates the procurement and purchasing of non-routine products and services.
- Prepares routine and complex/detailed reports, projects, and recommendations as requested by supervisor; prepares and/or reviews ordinances and resolutions related service contracts and agreements; consults with the appropriate parties to

gather concurrence on contract and agreement terms, conditions, and requirements.

- Maintains contract and vendor files ensuring all established policies are adhered to; ensures proper and timely documentation of all contract modifications; reviews contractor invoices to verify that requests for payment are consistent with contract documents, services provided, and overall progress towards project completion; recommends to project managers solutions to resolve disputes regarding the quality and quantity of work provided by contractors and consultants.
- Responsible for special event contract development.
- Consults with and supports key capital project staff as assigned by the Parks and Public Facilities Director and is knowledgeable and aware of construction, maintenance and facility needs as needed.
- Assists in the administration of development and renovation of new and existing facilities; coordinates the procurement of design consultants; collaborates in the development of bid specifications, contract documents and plan sets for various capital projects and expenditures; assists project managers with construction administration and oversight for contractor's progress and quality of work; reviews project expenditures to ensure work is being accomplished within budget.
- Manages workload to achieve departmental goals; maintains liaison with other departments as well as state, local, and other public officials; addresses inquiries and complaints from the public or other City divisions or departments concerning purchasing and procurement contracts and agreements; assures compliance with established policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Federal, state and local regulations in relation to contracts and bid process.
- Policies, procedures, and practices relating to the procurement of contractor and professional services.
- Principles of contract administration and monitoring.
- Project management practices principles including scope, resources, schedule, quality control and deliverables.
- Basic financial accounting principles and practices.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Oral and written communication skills.
- Correct English usage, grammar and vocabulary.
- Interpersonal skills using tact, patience and courtesy
- Policies and objectives of assigned program and activities.

- Design/build, design/bid/build, architectural and engineering contracts, franchise agreements, maintenance service and construction contracts.

Skills and Abilities to:

- Complete contract negotiation, monitoring, compliance, delivery, and close-out.
- Audit financial matters relating to contracts and projects.
- Track and administer project cost.
- Work well under stress by remaining professional and adhering to policy and procedure.
- Evaluate functional characteristics of specifications and record files.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Communicate effectively both orally and in writing; comprehend and use the English language effectively, including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

Associate's degree with coursework in public administration, business administration, finance, accounting, or related field, and two (2) years experience in contract administration, construction management, or related field, or an equivalent combination of education and experience.

COMPETENCIES**Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

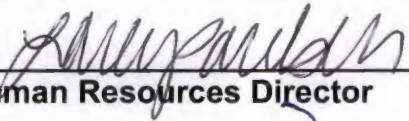
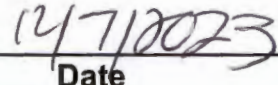
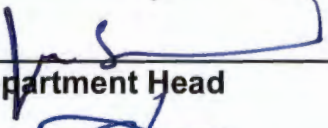

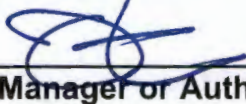
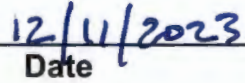
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 25 pounds of force; work frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting, standing, walking, reaching with hands and arms and occasionally requires pushing or pulling, lifting, climbing or balancing, stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating motor vehicles and observing general surroundings and activities; work seldomly requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

 _____ Human Resources Director	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date