

Class Title: Contract Administrator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Administers the city's renovation projects and custodial service contracts. Plans and directs contract administration functions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages renovations by planning, developing and writing scope of work, coordinating with customers and architects, reviewing budgets, arranging and submitting contract documents, meeting with contractors, reviewing plans, time schedules and special requirements, answering technical questions, providing specific instructions, estimating costs, negotiating contractor price, arranging funding, inspecting contractor work, and scheduling work.
2	L	Manages custodial and administration functions by conducting briefings with staff and vendors, monitoring contractual provisions, meeting with clients, developing and implementing work plans, performance standards and performance measures, developing budgets, assigning tasks, and scheduling tasks.
3	L	Provides information by generating informational reports and correspondence, documenting contract performance, maintaining records, reviewing and authorizing invoices, and writing contract documents and request for proposals.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read technical documents, contracts, instructions, and safety regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, contracts, proposals, and technical instructions.
Managerial	Managerial responsibilities include planning and scheduling projects, and procuring equipment and services.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Field work, observations, supervision of staff, office equipment
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Field work, to/from office equipment, to/from meetings
Lifting	O	Equipment, tools, paperwork
Carrying	O	Equipment, tools, paperwork
Pushing/Pulling	O	Chair, desk drawers, tools
Reaching	O	Tools, equipment
Handling	O	Equipment, tools, paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, tools
Kneeling	O	Field work
Crouching	O	Field work
Crawling	R	Field work
Bending	O	Field work
Twisting	R	Field work
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, driving, observations, supervision of staff
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, vehicle, measuring equipment, drafting equipment, computer, Standard Microsoft Windows and Office software, Costworks, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	W	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	W
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Construction Sites

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes, eye protection, hearing protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)