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## Contract Administrator

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### **DEFINITION**

This is complex and independent administrative and field support work associated with the supervision of contracts. Positions are responsible for initiating, tendering, and monitoring several contracts which vary in detail and complexity. These contracts provide various services to a considerable number of facilities.

Incumbents perform a variety of independent functions related to the supervision of the performance of several unrelated contracted services. A high degree of discretion and decision making is exercised relative to the assignment of resources. This work involves significant administrative support duties, as well as contacting representatives of the contracted services, meeting with clients to determine their needs or to resolve problems, and performing other related administration matters such as approving and processing invoices for payment.

Work is performed independently and decision making is based on regulations, approved budgets, established policies and procedures, and existing contracts and specifications. Contracts and specifications are updated as regulations and requirements change.

Positions within this class monitor the overall effectiveness of services by performing site visits. When necessary, incumbents initiate remedial actions to resolve problems.

The work is performed on an independent basis, however, the supervisor may be consulted for unusual or emergent situations.

### **TYPICAL DUTIES\***

Liaises with other city departments and external contractors to supervise the performance and administer various services contracts.

Conducts site inspections to ensure that the services provided meet specifications in the contract. Resolves disputes and problems associated with contracted services.

Develops, reviews, monitors and updates specifications associated with various contracts.

Coordinates and assembles tender documents and specifications, evaluates bids and provides recommendations on awarding the contracts.

Reviews and approves payment of invoices.

Creates various reports.

Resolves disputes involving contractors.

Researches, develops, analyses and monitors the yearly budget.

Initiates purchase orders on the SAP system.

Manages the installation of interior and exterior signs, which includes the design, order and installation.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Ability to communicate effectively, both verbally and in writing.

Knowledge of procedures for tendering, receiving and awarding bids on contracts.

Strong organizational skills for directing, coordinating, prioritizing, and administering various contracts.

Considerable knowledge of word processing and spreadsheet applications.

Knowledge of applicable city policies and legislation.

Ability to read blueprints.

Knowledge of the Workplace Hazardous Materials Information System (WHMIS).

Completion or ability to complete the requirements for First Aid/CPR Certification.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of the twelfth (12) school grade supplemented by a relevant certificate. A minimum of three (3) years' administrative experience in a related field.

Valid Alberta Class 5 Drivers' License.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*