



CLASS TITLE: CONTRACTS ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs the development, processing and administration of procurement and contract management functions for a major City department, and performs related duties as required

ESSENTIAL DUTIES

- Implements procurement and delegate agency contracting policies and procedures
- Assigns and reviews the work of staff to ensure compliance with standards and procedures established by the Department of Procurement Services (DPS)
- Directs research and development of end user requirements and specifications for Requests for Proposals (RFPs) and bids to be advertised
- Directs staff in working with department managers to draft contract specifications, compile contract documents and negotiate terms and conditions with vendors, when applicable
- Negotiates or drafts contracts for professional services evaluation committees
- Drafts evaluation criteria for RFP evaluation committees
- Serves as a voting member of evaluation committees for department specific and citywide RFPs
- Oversees the negotiation and monitoring of disadvantaged, minority and women owned business enterprise (DBE/MBE/WBE) programs
- Supervises staff responsible for the preparation, processing and compiling of delegate agency contracts
- Maintains a contract database to manage the expiration and renewal of contracts in a timely manner to avoid service interruption to the department
- Reviews completed contract packages for appropriateness, completeness and conformance to established policies and standards and forwards to oversight departments for approval
- Directs the review of bids submitted by vendors and the selection of the lowest responsible bidder
- Confers with staff on the effectiveness of contract terms and conditions, renegotiates requested changes with vendors and prepares contract amendments
- Represents the department on contracts, provides justification for non-competitive bid requests and attends Non-Competitive Review Board (NCRB) meetings
- Reviews, negotiates, and monitors contractual agreements to ensure the efficient acquisition of equipment, materials, products, and services for a department (e.g., non/construction, sewers, capital projects)
- Monitors vendor performance to ensure compliance with contract terms and conditions
- Resolves vendor compliance issues and escalates to appropriate parties when necessary
- Analyzes and evaluates bid specifications, tests, reports, and other relevant data
- Monitors contract award process
- Conducts research and benchmarking to identify contracting opportunities that will increase or improve department operating efficiencies

- Acts as a liaison to DPS, vendors and departments involved in the contract process to expedite or resolve problems
- Confers with the Law Department, Risk Management and DoIT to ensure that specifications and contracts are consistent with City and State statutes, ordinances and policies
- Oversees the maintenance of contract records and files
- Reports on the status of contracts and budgetary reports relative to contract spending
- Prepares financial status reports for capital improvement projects
- Prepares letters, memoranda and other correspondence or edits staff correspondence for submission to department executive staff
- Develops, coordinates, and finalizes complex contractual funding and financing arrangements
- Verifies the delivery and receipt of contracted products and services
- Monitors staff productivity levels to ensure continuity of services and commodities for department operations
- Attends and conducts pre-bid conferences, bid openings, delegate agency roundtables, and potential vendor site visits, as needed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree plus five years of work experience in the development, negotiation, and administration of procurement contracts; or an equivalent combination of education and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, laptop, tablet)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *procurement practices and procedures
- *contract processing, monitoring, administration, and negotiation

- *contract development, writing, and review
- *work processes and procedures for the procurement of various categories of professional services, commodities, work services, vehicles and construction

Moderate knowledge of:

- applicable federal, state, local laws, regulations, and guidelines
- *contract development and packaging processes
- applicable computer software packages and applications

Some knowledge of:

- applicable departmental programs and services
- City policies and requirements regarding DBE/MBE/WBE programs
- City's purchasing system (e.g., FMPS, eProcurement)
- management and supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2016