



**Code: 1195**  
Family: Procurement  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Budget and Procedure Analysis

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## **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

This class title has been designated as a multi-tiered title. Positions allocated to this title code are assigned to large City departments and have been designated as such on the Senior Manager Salary Plan.

### **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
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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.

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City of Chicago  
Department of Human Resources  
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