

Code: 1522
Administrative Service
Statistical, Technical and Analytical Group
Purchasing and Supply Series

CLASS TITLE: **Principal Purchase Contract Administrator**

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs contract administration work for the procurement of equipment, goods and services over \$10,000 in value and generally for one time purchases; and performs related duties are required.

ESSENTIAL DUTIES: Works with user departments in preparing detailed purchase specifications that are moderately complex in nature and accurately describe goods and services; prepares requests for proposals (RFP) including scope of services for contracts typically involving one time purchases; prepares contract documents for advertisement and solicitation of bids from businesses and vendors; interviews vendors to obtain information regarding their products, prices and service proposals; evaluates bids for responsiveness to legal and contract requirements; tabulates bids and makes recommendations for the selection of the lowest responsible bidder; negotiates disadvantaged/minority and women owned business enterprise (DBE/MBE/WBE) participation in contracts ensuring compliance with the City's requirements; assembles and packages contract documents to facilitate the processing and awarding of contracts; reviews price index publications to obtain information necessary to renew contracts and negotiate new contract terms and commodity unit prices; reviews requests for contract modifications and prepares documents to implement contract revisions; provides technical assistance to contractors in resolving deficiencies affecting contract approval and administration; prepares cost savings and activity reports.

RELATED DUTIES: Maintains current list of potential bidders.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by two years of progressively responsible experience in the procurement of supplies, equipment or services, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Good knowledge of the principles of contract administration. Good knowledge of government procurement policies and procedures. Some knowledge of the City's contract administration procedures. Good knowledge of RFP preparation.

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CLASS TITLE: **Principal Purchase Contract Administrator (Cont'd)**

Good knowledge of the standard language, terms and conditions used in

procurement contracts. Good knowledge of contract specification development.

Ability to prepare contract specifications that are moderate to complex in nature. Ability to negotiate terms and conditions of contracts. Ability to work with vendors and consultants in resolving deficiencies affecting the administration and approval of procurement contracts.

Good skill in the application of the principles of contract administration. Good analytical skills. Good negotiation skills. Good skill in developing contract specifications. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel