CLASS TITLE: Senior Purchase Contract Administrator

CHARACTERISTICS OF THE CLASS: Under immediate supervision, the class performs contract administration work for the procurement of standard equipment, goods and services under $10,000 in value; and performs related duties as required.

ESSENTIAL DUTIES: Works with user departments in preparing detailed purchase specifications that are routine in nature and accurately describe goods and services to be purchased; prepares requests for proposals (RFP) including scope of services for contracts involving small 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; tabulates bids and makes recommendations for the selection of the lowest responsible bidder; negotiates with vendors if prices notably exceed cost estimates; assembles and packages contract documents to facilitate the processing and awarding of small order contracts; reviews requests for contract modifications and prepares documents to implement contract revisions; prepares cost savings and activity reports.

RELATED DUTIES: Reviews price index publications to obtain current commodity price data; maintains current list of potential bidders.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Some knowledge of the principles of contract administration. Some knowledge of government procurement policies and procedures. Some knowledge of government practices regarding facilitating the processing and award of contracts. Some knowledge of RFP preparation. Some knowledge of standard contract language, terms and conditions used in procurement contracts. Some knowledge of contract specification development.

Ability to prepare routine contract specifications. Ability to assess bids for compliance with contract requirements. Ability to negotiate with vendors.
Skill in the application of the principles of contract administration. Good analytical skills. 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