

CONTRACT ADMINISTRATOR

Code No.: 3-14-185
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for providing technical assistance to staff as contracts are being developed and monitored and performance measurements are incorporated. Duties include developing and implementing standard procedures designed to reduce costs and duplication of services. The employee reports directly to, and works under the general supervision of a higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Provides technical assistance to staff regarding contract specifications as contracts are being developed;

Notes deficiencies, discrepancies, and contractor performance issues for corrective action;

Provides technical assistance to contractors to ensure contract specifications are met (quality, timeliness, within budget);

Participates in the solicitation and selection process for professional services;

Audits invoices for accuracy and submits for payment;

Communicates with contractors regarding contract performance issues to initiate corrective action;

Maintains up-to-date financial analysis of contracts and expenditures to ensure budgets are not overspent;

Keeps informed of statutory, funding source, and other regulatory requirements;

Reviews monthly contractor operations reports and monitors progress.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of contract execution procedures; good knowledge of program monitoring procedures and evaluation techniques; good knowledge of the principles of standard public relations practice; good knowledge of performance measurements and strategies as related to contracted services; good knowledge of preparation, implementation and control; develop, track and monitor strategies and measures related to contracted services; ability to assess services against measures and address non-compliance issues; ability to analyze and understand complex narrative and statistical records and reports; ability to develop narrative and statistical records and reports; ability to review payment claim vouchers for accuracy of claims; ability to prepare and present concise written and oral reports; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent experience in reviewing, analyzing, developing and executing contracts, OR budget analysis or financial analysis; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: May 25, 1979
REVISED: December 12, 1980
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