



## City of Irving Job Description

### Contracts Administrator

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Economic Development
<b>Job Code:</b>	22201	<b>Reports To (Job Title):</b>	Assistant City Manager or Economic Development Projects Manager

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#### PURPOSE

To provide specification review and administration, from inception through termination, of various agreements, contracts, and/or partnerships, this position monitors and resolves performance issues to include cure notices, contract changes, and dispute resolution. Further, to optimize terms, goal attainment, and compliance, this position provides research and analysis, maintains records and databases, and serves as a liaison between departments with regard to assigned contracts.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Analyze, review and process Service Level and/or Incentive Agreements; evaluate contractor performance for compliance to terms and conditions by monitoring performance, reviewing and discussing contractor performance evaluations, and coordinating and resolving contractual issues.
- Manage contract compliance for all contracts and agreements related to the Entertainment Center.
- Identify operational and maintenance deficiencies and opportunities with the Entertainment Center.
- Perform follow-up reviews to determine whether contract performance standards have been met; lead others in efforts to assure compliance while optimizing local benefit; May coordinate performance measures that can be directly tied to the contract to evaluate vendor performance and adherence to provisions.
- Develop and maintain relationships; mediate and resolve contractual issues; provide assistance in gathering information.
- Develop and maintain on-going financial audits for analysis of contracts related to development projects, professional services agreements; monitor contracts for compliance with contract terms and reporting requirements.
- Function as a subject matter expert in providing advice and expertise in managing processes, contractual matters, and customer/supplier performance issues.
- Coordinate contract development, compliance, and revision with other impacted departments, such as the City Attorney's Office (CAO); *As assigned*, prepare the Legal Services Request (LSR) and Administrative Award (AA) documents.
- Participate in – and, as needed, take a lead role in – City property management responsibilities; particularly with respect to contracts and leases, this often entails negotiating on behalf of the City..

#### OTHER DUTIES AND RESPONSIBILITIES

- Perform other special projects and related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 - 5 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Manage financial transactions and revenue generated that is directly associated with assigned contracts. Monitor and analyze contract expenditure to assure compliance and inform negotiation.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree (B.A or B.S) from an accredited four year college or university in Business Administration, Public Administration, Accounting, or a related field.

### **EXPERIENCE**

- Four (4) years of experience in contract management, compliance assurance, auditing, financial or business analysis, business management, public administration, or other relevant field.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.
- IREM Certified Property Manager certifications would be *beneficial*.

### **KNOWLEDGE OF**

- Contract Management: Methods for administering and managing contracts, understanding the terms and conditions of contracts, and payment thereof.
- Municipal Purchasing: Laws and procedures for municipal real property purchasing.
- Development Evaluation: General practices associated with the review and verification of mandated requirements for contracts, real estate easements and/or general franchise utility permits.
- Statistics: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite and Adobe Pro.
- Communications: Techniques and methods of communication, including alternative ways to inform and entertain via written, oral, and visual media.
- Technical Writing: General guidelines and methods required to draft and edit contracts, leases and agreements.

## **SKILLS AND ABILITIES IN**

- **Adaptability:** Creatively adapting to a rapidly changing work environment.
- **System Evaluation:** Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- **Service Orientation:** Actively looking for ways to help people.
- **Identification of Key Causes:** Identifying the nature of problems and the things that must be changed to achieve a goal.
- **Active Listening:** Listening to what others are saying and asking questions as appropriate.
- **Applied Reasoning:** Developing approaches for implementing an idea, which entails the practical application of knowledge.
- **Cooperation/Networking:** Establishing and maintaining effective working relationships, characterized by open and constructive communications, with work-related contacts.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options, produce recommendations for action, and implement solutions.
- **Project Collaboration/Leadership:** Working on teams, and managing and leading a project and/or team as necessary.
- **Direction and Instructional Comprehension:** Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Self-Management:** Working independently and with minimal supervision, which includes practicing self-motivation and taking initiative.
- **Prioritization:** Selecting, from multiple options, activities to achieve a goal.
- **Maintaining Current Knowledge:** Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- **Negotiation:** Bringing others together to reconcile differences.
- **Property Acquisition:** Coordinating and executing contracts and agreements with property owners and overseeing the closing of transaction(s).
- **Persuasion:** Convincing others to approach things differently, so as to reach compromises.
- **Interactive Presentation:** Effectively presenting information to groups and respond to questions from stakeholders.
- **Technical Comprehension:** Reading and understanding maps, surveys, legal descriptions of property, plot plans, profiles, blueprints, drawings, and specifications.
- **Technical Problem-Solving:** Dealing with problems involving several concrete variables in standardized situations.
- **Written & Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand, and so as to achieve desired results.
- **Writing Comprehension:** Reading and understanding information and ideas presented in writing.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Internally, this position consults with various staff up to members of the Executive Team on a regular basis. Externally, it interacts and meets with citizens, developers, contractors and consultants on a weekly basis. This position requires extensive vendor interaction.

## **EQUIPMENT AND PROPERTY**

This position utilizes standard office equipment, including a cell phone and laptop.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to drive a vehicle, lift up to 10 pounds, listen, see, sit, stand, talk, and walk. Occasionally, s/he is required to lift up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment usually is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.