

JOB DESCRIPTION

CITY OF FARMINGTON

JOB TITLE: Contracts Administrator

PAY CLASS: PAT-4 - Exempt

DEPARTMENT/DIVISION: Administrative Services/Purchasing

LATEST REVIEW DATE: 01/08

Personnel Review: P. Hardin

Department Review: A. Mason/E.Smylie

JOB DUTIES

SUMMARY:

The Contract Administrator Position is responsible for managing contracts, supplier negotiation, negotiating contract terms and conditions, supplier management and collaboration with internal City departments. This position is responsible for managing the contract database and all associated files. Duties include assisting with contract development, administration, tracking, and analysis, as well as communication of supplier performance and contract compliance. This position is responsible for contracts for tangible goods, technical and professional services and construction projects. Incumbent must be proficient in contract development, contract standards and language. Review modifications, extensions and contract closeout documents. Monitor vendor performance and make recommendations for improvement when appropriate. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. Work as project manager to direct and coordinate the activities of City personnel to accomplish assigned objectives. Coordinate with all levels of management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Administer large, long term contracts including, but not limited to cell phone, pager, copier, communication and technology contracts. Participate in and provide support for initiatives such as supplier enablement, contract management, project management, problem resolution, and customer support. As directed, provide assistance in procurement for high-value and/or high-risk projects and other areas as directed.

ESSENTIAL DUTIES:

Work under the direction of the Purchasing Officer.

In the absence of the Purchasing Officer and Purchasing Supervisor, this position will have overall responsibility for the Purchasing Division. Otherwise, no supervision is exercised in this position.

Adhere to the goals, standards and objectives of the Administrative Service Department and the Job Description: Contracts Administrator

Central Purchasing Division.

Advanced knowledge of contract law and its application in the purchasing process is required.

Provide leadership for the contracts administration, compliance and database function. Organize, maintain and electronically track all contracts and related documents. Ensure that database system functions properly; to serve the Purchasing Division and its customers. Manage the City's portfolio of contracts. Lead contract close-out efforts.

Must possess strong leadership and interpersonal skills, be very detail oriented, have strong organizational and time management skills.

Maintain comprehensive knowledge of personal computer applications and software packages. Proficiency in HTE, MS Excel, MS Word, MS PowerPoint, MS Access, Adobe Acrobat Professional, procurement card software, and other electronic document management systems is required.

Leverage technology solutions to maximize effectiveness and efficiency of the strategic procurement process. Investigate new opportunities for utilization of E-procurement and E-commerce throughout the City in order to improve the efficiency and/or effectiveness of various City processes; including new systems, process changes, and process development.

Assist with day to day management of the P-Card program to include tracking and maintenance of cardholders during all phases of the P-Card life cycle from card application through card retirement.

Assess, track and identify key City needs for long term contracts including specification, acquisition, maintenance, and support requirements. Work with suppliers and internal service providers to maintain a professional relationship. Serve as the authorized point of contact and subject matter expert for all contractual matters.

Responsible for the successful strategy, development and execution of assigned procurement programs to maximize efficiency, cost savings and reduce liability exposure. Identify and investigate all cost of ownership opportunities including non-purchase price driven opportunities. Understand and standardize City commodity needs.

Ensure suppliers meet defined requirements, goals and targets. Establish supplier improvement targets in cost, quality, delivery and inventory reduction. Lead all aspects of supplier negotiations, including contract terms, pricing, price re-determinations, and performance management. Provide leadership in developing key long term supply contracts to achieve continuous improvement. Manage contracts to ensure cost, service and quality requirements are met.

Keep abreast of market trends, changes in business practices and new or altered types of

Job Description: Contracts Administrator

materials and services entering the market. Analyze key trends in global supply and industry analysis.

Develop and maintain terms and conditions for purchasing agreements and contracts. Recommend modifications to accommodate regulatory, legislative, industry or City changes. Seek advice from legal when appropriate. Provide documentation and interpretation of contractual rights and obligations internally and externally, ensure that due diligence is practiced in complying with the stated terms and conditions.

Develop and conduct training on contract and financial administration of long term contracts.

Attend audit meetings related to the procurement process on federal or state grant agreements. Update and maintain documentation on compliance with federal or state grant agreements. Work with audit personnel to review documentation for accuracy.

Possess the ability to work with financial systems and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages area, circumference, and volume. Possess the ability to apply concepts of basic algebra and geometry.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

This position has the responsibility to participate in the City's Environmental, Health, and Safety program. This includes identifying and taking action on environmental, health, and safety issues.

NON-ESSENTIAL DUTIES:

Make site visits to determine contract compliance throughout the City.

Position may be required to serve as a member of various committees.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

As requested, assists the Purchasing Officer and Purchasing Supervisor to manage various functions within the Purchasing Division.

Job Description: Contracts Administrator

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes, pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Graduation from an accredited four year college or university with a degree in contract administration, public administration, business management or a closely related field is strongly preferred. Five to seven years experience in the procurement/contract field is preferred. However, any equivalent combination of education and experience sufficient to perform job duties may be considered.

Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Officer (C.P.P.O.) preferred, or have the ability to obtain within first two years of employment. Certified Federal Contracts Manager (CFCM), Certified Professional Contracts Manager (CPCM) designations preferred, but not required.

Comprehensive knowledge of State of New Mexico Procurement Code, Uniform Commercial Code, Federal Aviation Administration and Federal Transit Authority and other applicable government regulations is required.

Ability to follow verbal and or written instructions.

Ability to work under stress conditions and to successfully handle stressful situations efficiently and effectively.

Ability to meet critical deadlines under stressful conditions.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Valid New Mexico driver's license with acceptable driving record for the past three years.

Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED:

Personal computer including word processing and spreadsheet software, typewriter, calculator, copy machine, telephone, fax machine and dictating equipment.

PHYSICAL DEMANDS:

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a normal office setting. The noise level in the work environment is usually quiet.
