

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CONTRACT ADMINISTRATOR (Job Code 257).

GENERAL STATEMENT OF JOB

The purpose of this position is to perform advanced, responsible and professional work involving contract certification, contract compliance and management for all vendors, bidders and proposers conducting business with the City. Work involves providing controls and oversight of the grants program within the City. The employee exercises a considerable degree of independent judgment and is expected to make independent decisions in conformance with applicable laws, rules, and regulations governing the contract administration and the grants management of the City.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Develops, implements, conducts, and administers a comprehensive contract program to support all contract program related operations, including but not limited to: research and investigation of all current and prospective City contracts, preparation of contract documents, grant administration, establishment of policies and procedures for the City with regard to grant and contract programs.

Interprets, applies, and ensures compliance with guidelines of City contracts and with all applicable laws, ordinances, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations.

Manages all City contracts for compliance and adherence to proper procedures including but not limited to: confirmation of proper authority, adherence to appropriate procurement procedures, identification of time frames, satisfaction of insurance requirements, verification of available funding, review of scope of services, and notification of upcoming expiration.

Develops and implements controls/checks and balances procedures for the City's grants program.

Reviews all City proposals and contracts to ensure compliance with laws, rules and regulations.

Manages and monitors the status of all City contracts and ensures that any variances from contract requirements are handled appropriately. Effectively establishes solutions to any issues that may arise with contracts.

Provides contract related status updates and consults with City Attorney, City Manager, and applicable Department Director regarding any changes to contracts or City program.

Ensures internal contract tracking information is accurate and updated.

Verifies that service level agreements related to the contracts process are monitored and that targets are met by all parties.

Monitors and tracks project milestones and deliverables, identifies and resolves problems, reviews project deliverables and validates adherence to quality standards.

Interprets Federal and State regulations as they pertain to City programs.

Maintains documentation of all expenditures and other information required for internal and State and Federal periodic audits.

Competently operates a variety of office equipment, programs, and functions common to the modern business office.

Effectively interacts and communicates with City staff of all levels, local, state, and federal elected officials, state personnel, federal personnel, business and community leaders, and the public.

Performs related duties as directed.

Performs Emergency Response duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Must possess a Bachelor's degree in Public Administration, Business Administration, or related field, supplemented by at least five (5) years of progressively responsible experience in public sector contract compliance and administration, and grant management. Must possess and maintain a valid State of Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment as stated above. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift/carry weights from five to ten pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, grant applications, reports, etc. Requires the ability to enter data into computer and prepare reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, mathematical or schedule form; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation.

Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery function.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional terminologies including computer, business communications, etc.

Numerical Aptitude: Must be able to add and subtract, total, multiply and divide, determine percentages and decimals, determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office and communications machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to utilize a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency of tight deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Federal, State, and City laws, codes and regulations pertaining to governmental contracts, contract compliance and purchasing.

Knowledge of governmental procurement policies, procedures, methods and legal requirements.

Knowledge of the organization of the City and of related agencies.

Knowledge of the tasks involved in preparing applications for, administering and monitoring contracts and grants for the City, including grants and contracts budget administration.

Knowledge of the tasks involved in tracking and reporting on special projects.

Knowledge of the computer and other technical terminology used within the department.

Skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence.

Knowledge of the principles and practices of grant research, preparation and monitoring, and can apply the same to the securing of funds for City projects and programs.

Skilled in verbal, organizational, management, and human relations skills.

Skilled in the use of computers and other office machinery.

Ability to comprehend, interpret, and apply regulations, procedures and related information.

Ability to interpret, apply, and ensure compliance with guidelines of granting agents.

Ability to take the initiative to complete the duties of the position without the need of direct supervision.

Ability to use independent judgment in performing routine and non-routine tasks.

Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Ability to communicate effectively with a variety of public and private groups as needed.

Ability to interpret contracts, policy and procedure manuals, reports, grant applications, and other materials pertaining to the responsibilities of the job.

Ability to work under stressful conditions as required.

Ability to plan, organize, and prioritize daily assignments and work activities.

Ability to offer assistance to fellow employees as necessary.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date