



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 387.2

Job Title: **SENIOR CONTRACT ADMINISTRATOR**

Pay Grade: 27

### **GENERAL SUMMARY:**

Develops and prepares various contract specifications and related documents to advertise bids and requests for proposed contracts. Provides statistical analyses to assist in planning for services. Participates in the development and fulfillment of department contract requirements.

### **RESPONSIBILITIES:**

- Reviews bids for conformity to contract requirements and determines acceptable bids.
- Supervises small staff involved in developing technical specifications.
- Ensures the timely award of contractual services.
- Develops elements in agreements to provide the most efficient and economical alternatives of service.
- Recommends budget allocation for proposed contract agreements and arrangements; monitors and reviews budget allocations with finance group; provides budget forecast and proposed alternatives.
- Resolves contract disputes; meets with vendors, customers and representatives to resolve problems.
- Interprets documents and advises other personnel regarding compliance issues.
- Examines estimates of material, equipment and production cost performance requirements and delivery schedules.
- Performs statistical analysis of historical information to assist in planning for existing services and budgetary projects.
- Maintains records on contract information; works with operational personnel to ensure compliance with agreements.
- Coordinates with other City departments on issues related to processing contract documents.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Public Administration, Business Administration, Government, or closely related field.

#### **EXPERIENCE:**

Four years of contract compliance experience are required. Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hiring, terminations, and pay changes of nonsupervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Contract Administrator  
Senior Contract Administrator

*Effective: October 1990*

*Revised: August 1991*