CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 387.1

Job Title: **CONTRACT ADMINISTRATOR**

Pay Grade: 22

GENERAL SUMMARY:

Performs professional work in monitoring and resolving problems related to compliance with established contracts and agreements. Participates in the development and fulfillment of department contract requirements.

RESPONSIBILITIES:

- Follows up with management on contract compliance issues.
- Maintains current and accurate records on leasehold information; conducts inventories and ensures compliance with agreements.
- Interprets contract documents and assists in the resolution of disputed issues.
- Works with finance group and other City departments to resolve problems regarding agreements.
- Works with operational personnel to ensure compliance with agreements.
- Coordinates with other City departments on issues related to processing contract documents.
- Researches contract issues and prepares information relating to contracts, agreements and practices; drafts correspondence to various individuals relating to established agreements.
- Prepares bids, processes specifications, tests and progress reports, and other exhibits that may be required.

SPECIFICATIONS:

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

EXPERIENCE:
Two years of contract compliance or other related professional analytical 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.

COMPLEXITY:
Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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 moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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: July 2021
Revised: October 2024