



Code: 1191
Family: Procurement
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Budget and Procedure Analysis

CLASS TITLE: CONTRACTS ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs the development, processing and administration of procurement and contract management functions for a major City department, and performs related duties as required

ESSENTIAL DUTIES

- Implements procurement and delegate agency contracting policies and procedures
- Assigns and reviews the work of staff to ensure compliance with standards and procedures established by the Department of Procurement Services (DPS)
- Directs research and development of end user requirements and specifications for Requests for Proposals (RFPs) and bids to be advertised
- Directs staff in working with department managers to draft contract specifications, compile contract documents and negotiate terms and conditions with vendors, when applicable
- Negotiates or drafts contracts for professional services evaluation committees
- Drafts evaluation criteria for RFP evaluation committees
- Serves as a voting member of evaluation committees for department specific and citywide RFPs
- Oversees the negotiation and monitoring of disadvantaged, minority and women owned business enterprise (DBE/MBE/WBE) programs
- Supervises staff responsible for the preparation, processing and compiling of delegate agency contracts
- Maintains a contract database to manage the expiration and renewal of contracts in a timely manner to avoid service interruption to the department
- Reviews completed contract packages for appropriateness, completeness and conformance to established policies and standards and forwards to oversight departments for approval
- Directs the review of bids submitted by vendors and the selection of the lowest responsible bidder
- Confers with staff on the effectiveness of contract terms and conditions, renegotiates requested changes with vendors and prepares contract amendments
- Represents the department on contracts, provides justification for non-competitive bid requests and attends Non-Competitive Review Board (NCRB) meetings
- Reviews, negotiates, and monitors contractual agreements to ensure the efficient acquisition of equipment, materials, products, and services for a department (e.g., non/construction, sewers, capital projects)
- Monitors vendor performance to ensure compliance with contract terms and conditions
- Resolves vendor compliance issues and escalates to appropriate parties when necessary
- Analyzes and evaluates bid specifications, tests, reports, and other relevant data
- Monitors contract award process
- Conducts research and benchmarking to identify contracting opportunities that will increase or improve department operating efficiencies

- Acts as a liaison to DPS, vendors and departments involved in the contract process to expedite or resolve problems
- Confers with the Law Department, Risk Management and DoIT to ensure that specifications and contracts are consistent with City and State statutes, ordinances and policies
- Oversees the maintenance of contract records and files
- Reports on the status of contracts and budgetary reports relative to contract spending
- Prepares financial status reports for capital improvement projects
- Prepares letters, memoranda and other correspondence or edits staff correspondence for submission to department executive staff
- Develops, coordinates, and finalizes complex contractual funding and financing arrangements
- Verifies the delivery and receipt of contracted products and services
- Monitors staff productivity levels to ensure continuity of services and commodities for department operations
- Attends and conducts pre-bid conferences, bid openings, delegate agency roundtables, and potential vendor site visits, as needed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree plus five years of work experience in the development, negotiation, and administration of procurement contracts; or an equivalent combination of education and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, laptop, tablet)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *procurement practices and procedures
- *contract processing, monitoring, administration, and negotiation

- *contract development, writing, and review
- *work processes and procedures for the procurement of various categories of professional services, commodities, work services, vehicles and construction

Moderate knowledge of:

- applicable federal, state, local laws, regulations, and guidelines
- *contract development and packaging processes
- applicable computer software packages and applications

Some knowledge of:

- applicable departmental programs and services
- City policies and requirements regarding DBE/MBE/WBE programs
- City's purchasing system (e.g., FMPS, eProcurement)
- management and supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
 - CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
 - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2016