ASHEVILLE, NORTH CAROLINA

Classification Specification

Administrator, Contract
Job Code: 1595
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to verify and post contracts to the City's accounting software, to verify and publish bids, requests for proposals (RFP), requests for quotes (RFQs) etc., and to provide guidance for the City's bidding and contracting processes to ensure compliance with established rules, regulations, policies, and procedures.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Verifies and maintains City contracts for goods and services: assists in preparing contract documentation; facilitates the entering and maintenance of contract documents and details in accounting software, including change orders, amendments and closings; ensures funding is authorized; reviews final contract package for completeness and accuracy; coordinates with City departments and staff regarding software use and function, missing documents and information, and related issues; routes final contract package for signatures; verifies and approves or rejects executed copies of contracts; posts approved and finalized contracts to General Ledger; and maintains past contracts for future-use requests for similar contracts.

Assists in the development and preparation of specialized bid packages: ensures compliance with procedures,

professional standards, and award orders, including format, clauses, dates, time frame; provides technical expertise and advice regarding procurement policies and procedures; reviews and finalizes bid packages; and posts and advertises bids to appropriate electronic media and websites.

Attends pre-bid conferences and bid openings: provides information and answers questions regarding bid and contract processes and requirements; ensures activities comply with local, state, and federal rules and regulations; and prepares and submits all required and requested documentation and files.

Conducts training programs for City staff regarding contract related issues, such as purchasing policies, procedures, statutes, and codes, bid development, posting and evaluation, contract building and maintenance, as well as use and functionality of contract features in accounting software; and provides information, assistance and technical expertise regarding procurement and bid rules, regulations, policies, and procedures.

Serves as functional lead for contracting module in accounting software: communicates with users and provides information and answers questions regarding module use and functionality and troubleshoots problems; approves or rejects released contracts and change orders; posts approved contracts and change orders and closes to the General Ledger; processes starts or stops retainage and receives and responds to related questions and issues; monitors accounting software for contract issues; performs data clean up; runs reports and compiles data for use in strategic planning; and escalates system issues to vendor as needed.

Updates and maintains related webpages and online resources: posts updates to various links, templates, and documents for City staff concerning bids and contracting; develops and posts new documents, forms, wizards, spreadsheets, type on pdfs, etc., as requested; and migrates content to new sites/pages as needed.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to government purchasing and contract administration; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, other City employees, contractors, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, bid documents, contracts, change orders, closing documents, year-end data, contract reports, strategic planning reports, checklists, procedures, templates, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, desktop publishing, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Accounting, Business Administration, Procurement, or a related field required; supplemented

by one year of experience in government finance and purchasing; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain certification as a Certified Local Government Purchasing Officer (CLGPO).

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors and sounds. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the

City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.