



# City of Peoria

## HUMAN RESOURCES

### **Title:** Contract Administrator

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Materials Manager.  
This is a non-supervisory job classification.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires a broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None required.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

**JOB SUMMARY**

The purpose of this position is to administer a variety of procurement processes for goods and services including professional architect and engineering services and construction services, research governing law, evaluate policies and practices to ensure compliance, attend public meetings and make presentations, negotiate and manage complex contracts, perform contract administration from solicitation to project close out, monitor contract performance, evaluate customer satisfaction and ensure the City receives the best values for expenditures of public funds.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Performs as lead, handling a large volume of the more complex, advanced, or high profile and politically sensitive projects, including federally funded projects. Leads and administers a fair and competitive procurement process. Prepares solicitations; develops evaluation criteria; establishes procurement timeline; verifies budget; facilitates public informational meetings; conducts evaluation committee meetings and project interviews. Assures that best practices in procurement processes and contracts are utilized.
2	Identifies improvements by reviewing legislative requirements, city compliance issues and codes, coordinating efforts with departments and legal representatives, conducting random audits, analyzing transactions, reviewing invoices, documenting findings, and providing advice to contractors and departments.
3	Acts as contract liaison by mediating disputes, facilitating negotiations, coordinating with procurement staff and attorneys, and determining if escalation of disagreements or disputes must take place.
4	Ensures compliance with legal, ethical, technical, regulatory, and contractual requirements. Understands, communicates, trains, and enforces the City's procurement policies and procedures, including City's ethics policy; ensures compliance with the City's contract terms and conditions; ensures adherence to the requirements of ARS Title 34.
5	Provides training and education on the procurement process. Interacts with all levels of City staff, contractor community, other public agencies, and the general public; provides education and training on the City's procurement process; prepares presentations and facilitates public meetings.



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator, vehicle.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.