**JOB DESCRIPTION: Administrator, Contract**

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<tr>
<th>Job Code: 1621</th>
<th>Department: Building Services</th>
<th>Location: 785</th>
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<tbody>
<tr>
<td>Approved By:</td>
<td>Director of Support Services – Shawn Turner</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
<td>Last Revised: October 2016</td>
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<td>Version: Final</td>
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**Summary:** Directs procurement activities associated with construction and repair projects for Building Services. Assists staff with obtaining informal quotes (for construction and repair < $500,000) including technical specifications and other capital projects. Develops formal bids for construction and repair (> $500,000) and assists project managers with other exhibits that may be required. Assists project managers in negotiating performance agreements with vendors. Provides leadership and expertise for contract administration for Building Services construction and repair projects, compliance and database tracking. Evaluates performance requirements, delivery schedules, and estimates of cost of labor, material, equipment to ensure completeness and accuracy. Develops change orders, contract amendments and extensions in support of changes in scopes of work.

Assists Building Services staff with obtaining informal quotes for goods (< $90,000) and services (<$30,000) including technical specifications for submission to CMS Procurement Services Department. Provides technical specifications for all formal bids for goods and services to CMS Procurement Services to facilitate the procurement activities to be performed by central office procurement agents in the CMS Procurement Services department.

**Essential Duties:** (These duties represent a sample and may vary by position.)

- Manages bid and contract development, negotiation, and signatory process for Building Services to include but not limited to master, service, construction, and professional contracts as related to construction and repair.
- Facilitates communication and coordination between Building Services, vendors, project managers, finance, procurement services, and risk management to ensure appropriate contract requirements are established to ensure contract effectiveness; collaborates extensively with CMS legal staff (to include contracted attorney) to ensure legality of contracts.
- Reviews additional contractual documents for legal sufficiency prior to execution; coordinates the administrative aspects of the contracting process such as compilation of attachments, exhibits, and insurance certificates; collaborates with project managers, other Operations departments and other intergovernmental agencies (i.e. Mecklenburg County) regarding the development of specifications and criteria for Request for Proposals (RFP’s), Request for Quotes (RFQ’s), and Qualification Based Selection Process (QBS’s); supports diversity initiatives in conjunction with the Minority, Women and Small Business Enterprise (MWSBE) team; assists project managers with making recommendations for award; interviews sales representatives; examines invoices.
- Communicates CMS procurement policies and procedures with Building Services project managers regarding specifications, quantity, and quality of materials/services;
Communicates with vendors to obtain product and/or service information, such as price, availability, and delivery schedule;

- Collaborates with the Director of Building Services Support to ensure bid proposals are within budgetary limitations and scope of authority including confirming appropriate area responsible for each procurement (i.e. Building Services handles construction and repair procurement activities only) and the procurement method to be used; also determines the appropriate approval levels per policy
- Assists with monthly and quarterly reports (i.e. contract turnaround time) in accordance with Operations continuous improvement initiatives.
- Develops and facilitates method(s) to manage and ensure contractual compliance with NC General Statutes and local governmental policies and procedures for all construction and repair projects; ensures internal contractual compliance with the terms and conditions and with designated management objectives and communicates contract non-conformances to applicable Building Services staff and vendors as appropriate.
- Assists project managers with managing the flow of construction and repair process to include change orders or changes in the scope of work; manages documents/records (i.e., maintains complete contract files and audit trail) to include insurance documentation, tax forms (W-9), and vendor directory for various services; maintains contract access database for the tracking of contracts.
- Assists with collecting the data for Key Performance Indicator (KPI) metrics.
- Assists with auditing for ISO process for various departments.
- Serves as a liaison between Building Services and the NC School of Government for the purpose of keeping Building Services staff and personnel abreast of legislative updates in public procurement.
- Performs related duties as assigned.

**Education and Experience:**

**Minimum:**
- Bachelor's Degree in Business, Public Administration, Finance, Law or related field; or a minimum of eight years equivalent training and experience in procurement services or contract administration.

**Licensing / Certification Requirements:**
- Valid Driver's License required; Six Sigma preferred; Certified Purchasing Manager (CPM) preferred; Certified Local Government Purchasing Officer (CLGPO) preferred; Certified Professional Supply Chain Management(CPSM) preferred

**Knowledge / Skills / Abilities:**
- Knowledge of applicable local, state and federal laws, rules regulations and policies governing public procurement and contract administration processes.
- Knowledge of theories, principles and practices of contract administration for public agencies.
• Proficiency in performing technical work in procurement for construction and repair projects.
• Skilled in Microsoft Office including excel, access and word.
• Skilled in handling multiple task and prioritizing.
• Skilled in planning and organizing.
• Ability to analyze situations, identify problems and recommend solutions.
• Ability to understand, interpret and apply laws, rules and procedures related to contract obligations of the Board of Education.
• Excellent communication and management skills.
• Ability to work effectively with District staff, vendors and others.
• Ability to negotiate contracts and service level agreements to obtain the best value.

Physical Requirements: The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities frequently involving driving automotive equipment.

In compliance with Federal Law, Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.