



CONTRACTS ADMINISTRATOR

124

Jamestown
1607

DEPARTMENT: General Services

NATURE OF WORK:

Performs responsible professional work monitoring construction and other contracts for James City County and the James City Service Authority.

Work is performed under the general supervision of the General Services Manager. May report to a specific project administrator as necessary.

ESSENTIAL FUNCTIONS OF THE JOB:

Reviews contracts for compliance with contracting procedures and funds certification, including the monitoring of specified performance, meeting performance dates/completion stages, etc.

Ensures compliance with standard contracting laws, policies, and procedures. Makes interpretations of contract terms and provisions, identifies any contractor deficiencies, and makes recommendations regarding appropriate actions. Prepares progress reports on projects. Prepares reports related to contracts and their performance.

Conducts field visits and reviews reports to determine project status and ensure compliance with contract policies and procedures and pertinent Federal and State regulations. Recommends changes based on monitoring the implementation of these policies and procedures.

Establishes and maintains essential records and files using computerized record-keeping systems as appropriate.

Maintains data on contracts land sales, rental and purchase agreements.

Reviews periodic performance reports to ensure that contracts are being performed as specified and that expected payments are being made.

Collects and analyzes data, prepares reports as required, and notifies supervisor of problems.

Contacts other County departments to ensure that terms and conditions of contracts are thoroughly understood.

Works on special reports or projects not associated with contracts, as assigned by supervisor.

Makes recommendations for changes to contracting policies and procedures.

Mediates contract disputes.

Participates in the resolution of audit findings.

May assist in the analysis of new legislation and regulations pertinent to contract operations.

Maintains and updates a library of all standard, approved, non-technical specifications (boiler plate) for architectural and engineering, maintenance, and construction contracts.

Reviews requests for change orders to construction contracts.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates computer keyboard and mouse, calculator, telephone, and copy and fax machines.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Federal, State, and local contracting and procurement laws and regulations.

Considerable knowledge of personal computers in filing data relating to contracts and preparing reports.

Knowledge of principles of cost allowability and reasonableness, contract budget principles, principles of matching fund accounting, and procurement guidelines.

Ability to recognize and identify problems and to prepare reports identifying the problem, providing supporting data and recommending solutions.

Ability to negotiate mutually acceptable resolutions to disagreements.

Ability to understand contractual specifications in order to review performance for compliance.

Ability to gather and analyze data and prepare clear, accurate, and timely reports.

Ability to communicate effectively, both verbally and in writing, with other County employees, contractors, and the general public.

Ability to establish and maintain effective working relationships with others.

Ability to maintain relevant data in a manner that is easily retrievable.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business, Public Administration, or related field; considerable experience in monitoring and reporting on the status of contracts and the development of contractual documents; or any equivalent combination of education and experience providing the required knowledge, skills, and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer credential check.

Requires the ability to travel among various work sites.

Date: January 2008

ContractsAdmin124_102_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Contracts Administrator Position Number: 124
Department: General Services Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull				✓			✓		
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓							✓	
Sit			✓					✓	
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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