

## PROGRAM ADMINISTRATOR (CONTRACT MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for all of the administrative processes involved in the development, control and management of contracts for services and/or equipment for a County department. Responsibilities include monitoring contract compliance with federal, state, and county regulations; analyzing existing operational needs and making recommendations on same; and supervising and/or preparing bid specifications and Requests for Proposals. Extensive contacts are maintained with involved county departments, as well as the Law Department to ensure that all contracts are in accordance with appropriate laws and regulations. Contacts are also established and maintained with service and equipment vendors. Supervision is exercised over a number of professional and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Consults with appropriate department/division heads to determine service and equipment needs, availability and appropriate utilization of contract services, expiration dates and renewal needs and subsequently recommends, orally and/or in writing proposals for the acquisition of services/equipment;

Develops and implements contracts for services/equipment by ensuring the best terms, fastest development process, appropriate implementation, and compliance to agreed terms and conditions;

Analyzes terms of current and proposed capital procurement contracts to ensure that obtained services/equipment meet specifications and to negotiate contract amendments;

Supervises the development and preparation of bid specifications and/or RFP's to ensure adherence to procedural and regulatory guidelines;

Supervises the issuing and awarding of bids upon departmental approval and in accordance with established procurement procedures;

Ensures administrative approval and budgetary appropriation for requested contract services/equipment; recommends method of payment for services/equipment provided;

Confers with appropriate members of the Law Department or County officials on matters requiring legal interpretation;

Assists in the preparation and submission of fiscal reporting requirements to appropriate regulatory agencies;

Participates in public meetings, forums or symposia to keep abreast of current trends in area of procurement assignment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); good knowledge of the principles and techniques used in the acquisition of a variety of services and equipment; good knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to negotiate contract terms and agreements; ability to prepare contract agreements and grant applications; ability to communicate effectively both orally and in writing; ability to interpret and apply laws, rules and regulations as they relate to contract development, implementation and compliance evaluation; ability to prepare and maintain financial and program records; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies and county officials; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to supervise and coordinate the work of subordinate staff; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and four years experience where the primary function of the position was in either (a) fiscal management, contract management or grant management; or (b) as a buyer or purchasing agent of diversified materials or equipment for a large company or governmental organization.

SUBSTITUTION: Satisfactory completion of a Master's Degree in Accounting, Business Administration, Finance, Economics or closely related field may be substituted for one year of the above stated experience. Satisfactory completion of a one year Public Administration internship in a government agency may be substituted for one year of the above stated experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.