

## CONTRACT ADMINISTRATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position which is responsible for administering contract services for the Ulster County Department of Public Works (UCDPW). The incumbent acts as a confidential liaison to the Commissioner and Deputy Commissioners of Public Works, and as a confidential liaison between the County Attorney's Office and the Ulster County Department of Public Works. The work may involve technical and legal assistance in all phases of contract research, preparation, review, negotiations, implementation and monitoring. The work is performed under the general direction of the Commissioner of Public Works with considerable leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is not generally a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as confidential liaison to the Commissioner and Deputy Commissioners of Public Works on contract services matters;

Assists with the development, implementation and review of standardized contracts for the UCDPW, conferring with the County Attorney's Office when necessary;

Interprets contract requirements and content for contractors, vendors and consultants;

Performs in-depth contract analysis on all maintenance and construction projects;

Acts as divisional liaison, under the direction of the Commissioner of Public Works, with personnel in other County departments on contracts with professional services, capital projects and other issues that affect the working operations of the UCDPW;

Provides confidential administrative and technical assistance to the Commissioner of Public Works in the development of contract and procurement policies and procedures;

Drafts, evaluates and reviews contracts and amendments;

Assists with negotiating contracts and amendments;

Maintains contractor, subcontractor and supplier information in Ulster County's electronic management systems;

Operates a variety of standard office equipment, including computer and software applications;

Creates and reviews correspondence in regard to contract management;

Prepares reports and maintains records as required;

May maintain and enter all data related to contracts and/or amendments in the Ulster County's Financial System.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, techniques, laws and regulations involved in contract management; good knowledge of legal terminology, as it relates to contract management; good knowledge of procedures utilized by the public sector in preparing, bidding, and awarding service, maintenance and construction contracts; ability to read and analyze moderately complex contracts; ability to prepare correspondence and reports; ability to effectively use standard office equipment; ability to establish and maintain effective working relationships with various groups and agencies; initiative; tact; courtesy.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, Public Administration or a closely related field and one (1) year of progressively responsible work experience in one of the above mentioned fields; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration or a closely related field and three (3) years of progressively responsible work experience in one of the above mentioned fields; **OR**

C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Public Administration or a closely related field and five (5) years of progressively responsible work experience in one of the above mentioned fields; **OR**

D. Possession of a Paralegal certificate, as approved by the American Bar Association, and three (3) years of work experience as a Paralegal; **OR**

E. An equivalent combination of training and experience as indicated in A, B, C and D above.

ULSTER COUNTY  
1723 CNTRCT ADM  
MGT  
PNC

ADOPTED: July 31, 2017