Contract Administration Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CONTRACT ADMINISTRATION MANAGER I	1960	B26	$76,530 - $129,430
CONTRACT ADMINISTRATION MANAGER II	1962	B28	$92,600 - $156,612

GENERAL DESCRIPTION

Performs contract administration work involving the oversight, execution, and administration of large-scope or high-dollar contracts by defining requirements and negotiating, awarding, developing, and monitoring contracts.

EXAMPLES OF WORK PERFORMED

Oversees or prepares the scope of work, specifications, and conditions for new contracts; prepares contracts; leads negotiation strategies; and awards new contracts.

Oversees the operations and activities of monitoring contract performance, including developing and tracking key metrics.

Oversees or conducts on-site visits to contractors to examine billings, fiscal data, and eligibility determinations for compliance with contract terms and agency policies.

Oversees and coordinates the processing of contract documents to ensure that management understands and authorizes contract terms.

Develops short- and long-term strategies and goals for the administration of assigned contracts.

Investigates and resolves discrepancies, complaints, and disputes by negotiating settlement agreements or by canceling or terminating contracts.

Initiates and oversees special studies or surveys to assess consumer and program outcomes for evaluation.

Serves as the principal contract liaison between agency management, contractors, the Legislature, and other customers.

Provides input on or prepares the contract budget; recommends budget allocations for proposed contract agreements; arranges, monitors, and reviews budget allocations with management; and provides budget forecast and proposes alternatives.

Plans, develops, and conducts presentations.

Performs related work as assigned.

DESCRIPTION OF LEVELS

***Note**: Employees in both levels I and II may serve in a lead or supervisory role. Factors that may distinguish between levels include the scope of responsibility and oversight, the size, complexity, and number of contracts administered, the decision-making responsibility and level of supervision exercised, the nature and complexity of work performed by employees supervised, and the employee's related experience, education, and certifications.*

CONTRACT ADMINISTRATION MANAGER I: Performs advanced (senior-level) contract administration work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

CONTRACT ADMINISTRATION MANAGER II: Performs highly advanced (senior-level) contract administration work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Review and analyze legislation related to procurement and contract management, including tracking legislative bills and assisting with bill analysis.
- Identify or forecast cost savings for initial contract, extensions, and amendments compared to previous contract.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of negotiation strategies and techniques; contract administration and cost monitoring for large-scope or high-dollar contracts; systems and procedures used to evaluate a third-party vendor's performance; and local, state, and federal laws and regulations relevant to the administration of federal or state funds.

Skill in developing contracts, in problem resolution, and in the use of a computer and applicable software.

Ability to exercise sound judgment in making critical decisions, to analyze complex information and develop plans, to interpret complex data, to effectively demonstrate negotiation and facilitation skills, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Certified Texas Contract Manager (CTCM) and/or a Certified Texas Contract Developer (CTCD).