



Contract Administration Manager I

Salary Group: B25

Class Code: 1960

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CONTRACT ADMINISTRATION MANAGER I	1960	B25	\$63,104 - \$103,491
CONTRACT ADMINISTRATION MANAGER II	1962	B27	\$76,356 - \$129,137

GENERAL DESCRIPTION

Performs advanced (senior-level) contract administration work. Work involves overseeing the execution and administration of contracts for large scope or high-dollar contracts by defining requirements and negotiating, awarding, developing, and monitoring contracts. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

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 terms and contract and departmental 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.

Plans, develops, and conducts presentations.

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.

Reviews and analyzes legislation related to procurement and contract management, including tracking legislative bills and assisting with bill analysis.

May identify or forecast cost savings for initial contract, extensions, and amendments compared to previous contract.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in contract administration, management, evaluation, or monitoring of contract providers. Graduation from an accredited four-year college or university with major coursework in business, public administration, law, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of negotiation strategies and techniques, of contract administration and cost monitoring for large scope or high-dollar contracts; of systems and procedures used to evaluate a third-party vendor's performance; and of 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).