



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Contract Administrator**  
Job Family: **Administrative**  
Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**  
Pay Range: **P**  
Job Code: **35725**  
Days: **260**

**SUMMARY:** Responsible for the review, negotiation and administration of agreements, contracts, and other contractual instruments for the financial and programmatic support of the District's activities ensuring all legal and district required provisions are included.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	
1.	Negotiate or renegotiate new and existing agreements or statements of work. Ensure readability and comprehensibility of procurement documents, agreements and contracts, while consistently adhering to District standards and legal requirements.
2.	Review and manage contractual obligations and provide continual review to ensure that all terms and conditions are met and to ensure good customer relations while also representing the interests of the District. Monitor supplier and service provider performance; communicate with suppliers and service providers on contract terms, and manage dispute resolution
3.	Prepare and disseminate information regarding contract status, compliance, and modifications to department directors/managers. Analyze impact of modifications and revisions and prepare and communicate recommendations to management. Advise management of contract commitments, deficiencies, commitments, and performance.
4.	Review the scope of work and other materials related to contracts and procurement; provide guidance to programs in drafting solicitation documents, such as request for proposals (RFPs), documented quotes (DQs), and sole source justifications. Ensure alignment between the proposal narrative, scope of work, evaluation criteria, evaluation scorecard, the contract, and other contract procurement documents.
5.	Actively partner with stakeholders in order to understand the scope of work; develop contract language for deliverables and program requirements. Work closely with the District's Legal and Policy Counsel on complex contracts including those that involve sharing student data.
6.	Provide procurement and contractual guidance to staff, project managers, and other contract stakeholder. Recommend and coordinate the implementation of policies and procedures for assigned functions and assist in developing new policies and procedures.
7.	Provide research services, and analysis as directed by the Executive Director of Finance.
8.	Create and retain records in compliance with the School District Record Management Manual.
9.	Attend work and arrive in a timely manner.
10.	Perform other duties as assigned.



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Business Administration, Paralegal Studies or related field.
- Formal education and training from an accredited college or university in paralegal studies strongly preferred
- More than three years of experience in contract administration in public or private setting
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication skills
- Advanced reading and language comprehension skills
- Advanced meeting facilitation skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to conduct extensive research and interpret laws and court opinions as related to procurement and contracting
- Ability to spot errors and inconsistencies and pay close attention to details
- Ability to effectively negotiate and execute contracts
- Ability to work independently
- Ability to prioritize and managing multiple concurrent requests and responsibilities
- Ability to maintain confidentiality in all aspects of the job
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of governmental purchasing and contract administration including State of Colorado statutes governing school districts
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office products
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Executive Director of Finance	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities	



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle or feed			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct		x		
Compute			x	
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	