



CITY OF CHINO

Contracts Administrator

Definition:

Under administrative direction, performs a variety of complex professional administrative and analytical work in support of Department managerial functions, and does related work as assigned.

Class Characteristics:

The Contracts Administrator is a single position classification in the Public Works Department filled by an experienced administrative individual who monitors public works contracts, budgets, and grants within the parameters of desired objectives, methods to be utilized, and schedule constraints. This position may direct subordinate staff in execution of assigned duties.

Essential Functions:

- Conduct or direct assigned projects or program activity; perform research and statistical analysis; and, prepare and present reports of findings and recommendations as to appropriate action.
- Administer contract or grant-funded program activity, directing and monitoring work performed; prepare or draft related proposals, reports, and records; and, monitor budget expenditures.
- Compile information and prepare manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
- As designated representative, lead or participate in committee activity; coordinate or conduct activities with other City departments, agencies and organizations and the community, contributing views and interests of the Department in execution of assigned duties.
- Provide assistance to Department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, and procedures.
- Participate in the development of Department goals and objectives, the budget, and budget administration.
- Direct the work of others involved in related activity.
- Additional duties as assigned, performed at the level of a Management Analyst, including but not limited to: prepare and monitor the Capital Improvement Program and Sanitation Fund budgets, calculate refuse and recycling customer rates, and review and track contract payments and tonnages.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, accounting, or a related field.

Experience:

- Two years of responsible governmental administrative experience.

Considerable knowledge of:

- Principles of municipal administration, accounting and auditing, and budget and grants management.
- Related laws, ordinances, and regulations.
- Principles of research, statistical analysis, and report preparation.
- Data processing systems/applications.

Ability to:

- Perform complex professional administrative and analytical work requiring sensitivity to issues.
- Interpret and apply related laws, ordinances, and policies.
- Prepare and present reports on a variety of subjects, and maintain accurate records.
- Administer contract or grant-funded program activity, directing and monitoring work performed.
- Plan and organize work.
- Provide liaison to other City personnel, other agencies, and the public.
- Direct the work of others involved in related activity.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply laws, ordinances, rules and regulations, policies and procedures.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain cooperative working relationships.
- Monitor budget expenditures.

Special Requirements:

- Depending upon assignment, possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Depending upon assignment, Unrepresented Management or Part-time/Temporary/Seasonal

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