

CONTRACTS & GRANTS ADMINISTRATOR

Position Code: 2553

WC Code: 9410

FLSA Status: Non-exempt

Pay Grade: 356

Location: Finance Approval Date: 2023

General Statement of Duties

Performs detailed administrative and responsible technical work involving the processing of contractual documents, to include the maintenance of related records; carries out related work as required.

Distinguishing Features of the Class

An employee in this class organizes and administers contracting processes for all Town departments. The employee is responsible for providing guidance regarding the Town's contracting and grants management procedures and provides problem solving, direction, and consulting on contracting for construction & repair services, professional services, and general services, and advises staff on issues related to Town grant policy. Ensures compliance with local policies and NC General Statutes, as well as best business practices related to governmental contracting. The employee must exercise considerable independent judgment and initiative in development of an efficient system across departments, in contract review and authorization, and in advising departments on legal requirements. Work is performed in accordance with North Carolina General Statutes, the State regulations governing contracting in local governments, departmental needs, and Town policies. Work is performed under the general direction of the Internal Control Manager and is evaluated through conferences and review of records and reports.

Duties and Responsibilities

Ensures compliance with Town-wide contracting and grant policies and provides oversight of all activity pertaining to the Town contracting processes to include agreements for services, annual contracts, master agreements, amendments, grants and supplemental contracts.

Responsible for maintaining records of all contracts/grants and overseeing the routing of all contracts/grants for proper legal approval and execution.

Manages contracts by reviewing submissions, approving contracts that meet standards, and collaborating with departments to make adjustments when needed.

Utilizes current policies and procedures and general statutes to develop and organize all phases pertaining to contracting and the procurement of goods and services.

Manages economic development agreements and related reporting.

Manages outside agency funding process.

Revises, as appropriate, all contracting templates, policies and procedures. Make recommendations for enhancements.

Collaborates with purchasing manager, project managers, as well as Legal and Finance staff in order to continuously improve the contracting process.

Monitors expiring Certificates of Insurance and works with vendors to ensure all COI's for active contracts remain current.

Maintains the Agiloft database and trains department staff on proper usage.

Evaluate contract/grant terms and conditions related to all contracts/grants and possess a general legal working knowledge to work with legal advisors.

Attends training and conducts independent research to stay informed on legislative issues pertaining to local government contracting and grants.

Keeps Town staff updated on any statutory changes resulting from new legislation.

Assists vendors and the public regarding information on how to do business with the Town of Mooresville.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of North Carolina local government bidding and contracting.

Considerable knowledge of NC General Statutes, local ordinances and regulations, AIA documents and federal grant guidelines.

Ability to obtain considerable knowledge of all Town policies regarding contracting.

Ability to communicate effectively in written and oral form.

Ability to maintain effective working relationships with suppliers, contractors, department managers, and the general public.

Ability to prepare and maintain detailed records and files.

Ability to analyze and interpret policy and procedure, and to resolve problems and questions with flexibility.

Ability to research, summarize, compute and evaluate program documents and narrative materials, and to compile reports from information gathered.

Ability to edit and manipulate word and pdf documents with close attention to detail.

Ability to learn and maintain the Agiloft contract database.

Ability to organize, coordinate and administer the contracting function and meet the established legal requirements.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally; and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Graduation from an accredited college or university with a major in business administration or public administration and five to seven years of experience in contracts, grants and/or administration or related business function; or an equivalent combination of education and experience. Experience in the administration of Governmental contracts and grants is preferred.