

**DEPARTMENT:** NIAGARA COUNTY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 22, 2022

**CONTRACT ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional and management level position involving responsibility for planning, organizing, developing, monitoring, and analyzing contracts and contract procedures in various Niagara County government program and service areas. The work involves compiling and interpreting business forms and records of data, contracts and legal documents for review and compliance with established county policies, local laws, and applicable finance laws prior to contracts being executed and filed in an electronic contracts and document management system. As a subject matter expert, the incumbent is responsible for the efficient operation of an electronic contract and document management system and database. The incumbent reports directly to the County Manager and acts in a confidential/policy influencing manner with respect to contract administration and compliance. Wide leeway is permitted for the exercise of independent judgment in accordance with applicable laws, rules, policies, and procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Provides input and assists with contract negotiations in conformance with applicable laws, rules, regulations, and policies;
2. Maintains and coordinates high-level contact and relationships with department heads or designees; local, state, and federal officials; and representatives of business and industry regarding contract procedures and requirements;
3. Establishes and maintains standard operating policies and procedures of systems and processes;
4. Assists in the development and final preparation of contract modifications as necessary;
5. Assists with monitoring the progress of contract activities to ensure compliance with applicable codes and guidelines;
6. Oversees the efficient operation of an electronic contract and document management system and database and trains end-users on its proper use;
7. Collaborates with the Information Technology Department to ensure the efficient use and security of and electronic contract and document management system including proper back-ups and security access protocols are met;
8. Prepares comprehensive reports and makes recommendations following the study of administrative, budgetary, or organizational challenges, opportunities, and procedures;
9. Establishes contact and maintains liaison with public and private agencies;
10. Completes narrative reports, tabular records, and other reports necessary for compliance with federal and state rules, regulations, and policies;
11. Assists and coordinates with the presentation and explanation of reports and other research data to county officials, civic and legal groups, and other interested bodies.

**CONTINUED**

## CONTRACT ADMINISTRATOR CONTINUED

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of contract preparation, administration, principles, practices, laws, and regulations; thorough knowledge of modern principles, practices, methods and terminology of government administration, management principals, budgeting, and policy analysis; thorough knowledge of various county and municipal programs and services; thorough knowledge of electronic document management systems; working knowledge of the organizational structure, goals, and objectives of county departments; skill in utilizing modern software programs including document management software, word processing, spreadsheets, databases, etc.; ability to utilize current computer software applications at an acceptable rate of speed and accuracy; ability to gather and analyze data, draw conclusions from the data and present findings in a logical, concise manner; ability to compile, analyze, and interpret statistical data related to programs and services; ability to prepare detailed written reports and procedures and make specific recommendations; ability to maintain cooperative relationships with public and private agencies and organizations; ability to prioritize and work effectively under deadlines; ability to communicate effectively, both verbally and in writing; ability to establish effective working relationships with a wide variety of people; ability to understand and interpret complex verbal and written information; resourcefulness; initiative; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

1. Graduation with a Master's Degree in business or public administration, industrial or labor relations, economics, political science or a closely related field **AND** two (2) years of full-time paid administrative\* experience which involved the use or oversight of databases; **OR**
2. Graduation with a Bachelor's Degree in fields described in (1) above **AND** four (4) years of experience described in (1) above; **OR**
3. Graduation with an Associate's Degree in fields described in (1) above **AND** six (6) years of experience described in (1) above.

### NOTE:

1. Administrative experience is defined as having primary responsibility for the direction and control of an organization or an organizational unit. In addition to the supervision of work groups, the administrator is involved in planning, budgeting, program evaluation, and policy formulation. Experience performing a specialized function, such as, budgeting, finance, program analysis, or personnel, which does not involve overall responsibilities, is not considered administrative experience
2. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.