

Senior Contracts Manager

Position Summary:

The Senior Contracts Manager performs professional duties pertaining to development, implementation, evaluation and management of contract administration processes. This role plans, directs, and coordinates activities of designated projects and programs to ensure goals or objectives are accomplished in accordance with prescribed priorities, time limitations, and funding conditions.

Key Responsibilities:

- Monitors contracts with strong emphasis on performance measures and compliance.
- Consults with appropriate City Department Heads to ensure that each contract has appropriate performance measures in place.
- Recommends internal policies, procedures, and performance standards pertaining to contract administration.
- Determines and documents frequency of evaluation periods for contracts.
- Provides appropriate City Department Heads and/or designees with summary reports on performance of each active contract, calendar, and schedule of expiring contracts that will require department action.
- Ensures acquisition of supplies and services per contractual agreements are of requisite quality, on time, and within budget constraints through inspections and analysis.
- Maintains documents related to and provides summary report information on all department contracts.
- Maintains relationships with all departments, contract suppliers, and/or vendors to maximize benefits of services provided and/or received.
- Establishes, communicates, monitors, maintains standard evaluation systems and trains others to ensure City Manager has tools and information necessary to evaluate contractors' and/or staff performance.
- Ensures contracts are in compliance with applicable City purchasing standards.
- Recommends departmental policies and procedures related to performance management of contractors.
- Serves as City liaison/representative regarding administrative and operational needs of vendors and/or contractors.

Supervision Exercised/Supervision Received:

The Senior Contracts Manager may supervise the work of City employees, vendors, and/or contractors.

This role will report to the City Manager.

Position Requirements:

- Knowledge and expertise in contract law, local governmental procurement procedures, and vendor relations.
- Demonstrated ability to interact effectively with the City Manager and Department Heads.
- Excellent computer skills in a Microsoft Windows environment. Must have experience with Microsoft Office (Excel, Outlook, Word, PowerPoint, Access, and Project).
- Skills in database management and recordkeeping essential.
- Exceptional presentation, public speaking, and meeting facilitation skills.
- Knowledge of Major Project management and administrative principles and practices.
- Knowledge of management and supervisory practices and principles.
- Skilled in problem solving.
- Ability to survey and monitor contracts.
- Ability to analyze programs and to measure their effectiveness.
- Ability to conduct effective studies, surveys and analyses.
- Ability to analyze and evaluate programs and to measure their effectiveness.
- Ability to implement program changes in an efficient manner.
- Ability to allocate resources.
- Ability to write effective and thorough statistical/analytical reports.
- Above average ability to communicate effectively, both orally and in writing.
- Ability to deal courteously with the public.
- Ability to establish and maintain effective working relationships at all levels.

Education and Experience:

- Minimum of a Bachelor's degree plus ten (10) or more years of progressive leadership experience in senior positions of responsibility for contract management with a local governmental entity. Ideal candidate will have a BS/BA in Finance, Accounting, or Business Administration.
- Direct audit experience within a local governmental entity.