

As a Technology Contracts Administrator IT, you will perform the full array of pre- and post-award contract administration functions in support of the Office of Technology.

### **JOB DESCRIPTION**

- Technology Contracts Administrator IT
- This is a non-career, term position.
- Works under the general supervision of the Technology Contracts Administration Manager.
- Serves in the Technology Program Support and Business Relations Department of the Office of Technology at the Corporate Office Building (COB).

Performs a full array of pre- and post-award contract administration functions for assigned contracts, including coordination of the development of scope, specifications, cost estimates, and justifications; support of advertising, evaluation, negotiations, and contract award; compilation of contract monitoring data; review of invoices; coordination of payment; and support of contract close-out. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Participates with Office of Technology staff and others in procurement planning for Airports Authority information technology (IT) procurements.
- Works with others to ensure contract compliance, and to identify opportunities to control contract costs through contract pricing structure, contract consolidation, and other means.
- Analyzes trends in contract types, costs, and tasks, and reports findings.
- Compiles or helps to develop data related to contract scope, specifications, cost estimates, schedules, and other contracting decision support information.
- Coordinates with Office of Technology staff to manage design, quality assurance and quality control, and other facets of work. Recommends alternatives for contracting methods, types, and terms for effective contract administration and cost control.
- Conducts market research to identify potential offerors who can satisfy solicitation requirements and meet socioeconomic goals and requirements (e.g., Local Disadvantaged Business Enterprise [LDBE], Women's Business Enterprise [WBE]).
- Works with Contracting Officer's Technical Representatives (COTR) to draft Statements of Work (SOW), specifications, justifications, evaluation criteria, and other information.
- Assembles proposed final procurement package and forwards approved package to the Procurement and Contracts Department for solicitation.
- Administers assigned contracts, including establishing and maintaining contract files, and tracking status of funds against budget and funding.
- Maintains day-to-day working relationship with contractors to ensure seamless contract administration.
- Reviews invoices and coordinates with staff to ensure acceptable completion of work and timely payment.
- Investigates, documents, and supports the resolution of problematic invoices or performance problems, and coordinates with the COTR and the contractor.

- Supports the COTR and Contracting Officer with data needed to suspend or terminate contracts.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Five years of progressively responsible experience in procurement and contracting, with emphasis on IT goods and services contracting.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

1. Knowledge of and ability to implement various types of contracts and methods of contracting for IT projects or goods and services.
  2. Skill in managing and handling multiple procurements and administering multiple contracts concurrently, and coordinating and integrating related efforts.
  3. Ability to make detailed analyses of data and information and make recommendations.
- Ability to speak and write effectively.
  - Skill in using a computer and modern office suite software.

### **PREFERRED QUALIFICATIONS**

- A Bachelor's Degree in Procurement, Business Administration, Public Policy, Contract Law, or related field.
- Substantial public sector procurement and contract administration experience.
- Experience using an automated procurement processing system, such as enterprise resource planning (ERP), covering procurement-supply chain management.
- Certified as a Certified Professional Public Buyer (CPPB), Certified Professional Contract Manager (CPCM), or equivalent certification (or higher) from the Universal Public Procurement Certification Council (UPPCC) or another nationally or federally recognized procurement certification/credential.

### **EDUCATION**

- A Bachelor's Degree in any field, or an equivalent combination of education, experience, and training that totals four years.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the five years of experience. For example, a master's degree may substitute for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

### **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.