

As a Technical Administration Specialist Term, you will perform budgeting and contracts administration of billing and pricing activities for IT services. Your work will ensure the correct recapture of costs and billing for services.

JOB DESCRIPTION

- Technical Administration Specialist Term
- This is a non-career, term job.
- Works under the general supervision of the Technology Capital Investment Manager; however, may receive direction and assignments from the Technology Budget Strategy Lead.
- Serves in the Office of Technology at the Headquarters Office.

Performs budgeting, procurement, contracts administration, and billing and reconciliation for the Office of Technology. Performs related functions.

GENERAL RESPONSIBILITIES

- Develops annual and five-year Office of Technology operations and maintenance (O&M) budgets.
- Participates in procurement planning for IT projects and goods and services.
- Works with others to ensure contract compliance, and to identify opportunities to control contract costs through contract pricing structure, contract consolidation, and other means.
- 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 and reconciles invoices based on negotiated terms, 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.
- Prepares and maintains spreadsheets to record vendor invoices; matches actual billed expenses to budgeted expenses; and notifies management about expenses that exceed, or are about to exceed, budgets.
- Works with others to resolve tenant billing issues.
- Works with staff in monthly charge-back of telecommunication usage to each Airports Authority user group.
- Performs other duties as assigned.

QUALIFICATIONS

- Eight years of progressively responsible experience in budgeting, contract administration, and billing, including financial experience with accounts payable and accounts receivable in a commercial, industrial, aviation, or large-scale environment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to create and process financial transactions through computer-generated platforms.
2. Ability to create and maintain spreadsheets to track invoices.
3. Knowledge of and ability to perform contracts administration, budgeting, financial and budget forecasting, pricing and trend analysis, and standard services billing and pricing.
4. Skill in generating annual budget data, auditing vendor billing statements, and evaluating service proposals.
5. Ability to perform 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.
 - Skill in managing multiple projects concurrently.

PREFERRED QUALIFICATIONS

- A Bachelor's Degree in any field.

EDUCATION

- A High School diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
- 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 four of the eight years of experience. For example, a bachelor's degree may substitute for four 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.
- May be subject to adverse weather conditions and dust/grease/dirt.
- May be subject to potential hazards common to the airport environment and construction industry. Wears personal protective gear, as necessary.