



COUNTY OF GALVESTON

**CLASSIFICATION TITLE:** Contract Administrator  
**DEPARTMENT:** Purchasing  
**REPORTS TO:** Assistant Purchasing Agent

**PAY GRADE:** 20      **Date Created:** May 25, 2004      **Approved by:** \_\_\_\_\_  
**PAY STEP:** \_\_\_\_\_      **Date Revised:** Aug. 30, 2010      **Approved by:** \_\_\_\_\_  
**FLSA STATUS:** \_\_\_ Exempt \_\_\_ Non-Exempt      **Annual \$ 44,633.02 - \$ 49,266.50**

**POSITION SUMMARY:** This position is responsible administrating and monitoring the contract compliance function and the IFAS automated financial system computer software as it relates to the contract compliance function.

**ESSENTIAL FUNCTIONS**

Coordinates and monitors contractual agreements through the review process as designated by the Purchasing Agent prior to Commissioner’s Court Approval  
Maintains contract and contractor databases and insures contractual agreements and related information is maintained in a centrally located system (IFAS)  
Reviews and analyzes historical data, bids, and Requests for Proposals (RFP’s) for conformity to contact requirements and assists Purchasing Agent in determining acceptable bids  
Reviews insurance and bonding certificates for compliance with established state, county, and departmental policies; reviews and records contract bonds; forwards copies to the appropriate county department(s)  
Consults with the Risk Analyst, Legal Department and Grants Coordinator to insure that contracts are in compliance with the County’s contract/lease language requirements  
Assists in the development and compilation of contract packages in preparation bidding and Commissioners’ Court approval  
Prepares and executes correspondence relevant to procedure and compliance with contract lease and related insurance requirements  
Confirms availability of funding for approval contractual projects  
Conducts desk and field audits  
Purchasing Agent  
Coordinates contract compliance with buyers and department staff to ensure all stipulations and regulations are being adhered to  
Modifies and makes allowances in automated IFAS financial system computer software, including overriding vendor limit blocks

**REQUIRED KNOWLEDGES AND SKILLS**

Comprehensive knowledge of the preparation and interpretation of fiscal, statistical, technical and narrative reports regarding department activities  
Comprehensive knowledge if the operation, maintenance, and troubleshooting of IFAS financial system software  
Thorough knowledge of the purposes, principles, terminology and practices employed in purchasing and procurement  
Thorough knowledge of local and state law, procedures and policies as they relate to the mission of the department and the county as a whole  
Thorough knowledge of administrative planning, management, and supervision as it applies to the position  
Thorough knowledge of large- scale government billing, budget development, personnel policies, and purchasing procedures  
Thorough knowledge of advanced professional techniques in the fields of purchasing and procurement  
Thorough knowledge of Galveston County government, geography, economics, demographics, society, goals, politics, policies, and procedures  
Thorough knowledge of county department operations, organization, needs, accountability, and responsibility  
Working knowledge of legislation, current problems, and professional literature related to purchasing and procurement  
Skill in performing mathematical calculations  
Physical condition commensurate with the demands of the position

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The work is typically performed while sitting at a desk or table. The employee may occasionally lift light or heavy objects. The work is performed in a standard office environment.

**SUPERVISORY RESPONSIBILITY**

Directly supervises the Fixed Asset Property Manager/ Contract Compliance Officer assigned to carry out contract and solicitation related tasks as assigned by the purchasing Agent

**MINIMUM QUALIFICATIONS**

Knowledge and level of competency associated with the completion of a baccalaureate degree in a course of study related to the occupational field.  
Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with one to three years experience or service  
Possession of or ability to readily obtain a valid driver’s license by the State of Texas for the type of vehicle or equipment operated