



POSITION DESCRIPTION

Job Title: Contract Administration Specialist**Job Code:** 3805**Salary Grade:** 17**FLSA Status:** Exempt**Date:** September 26, 2008**JOB SUMMARY**

The Contract Administration Specialist collaborates and guides internal customers to obtain consultants and contractors for projects within their respective area of specialty through the Request for Proposal/Qualification (RFP/Q) or Bid solicitation and contracting process and is responsible for coordination of all activities related to the administration of loans from the Texas Water Development Board.

ESSENTIAL FUNCTIONS

1. Prepares, reviews, solicits, and receives proposals and bids, pre-construction and selection committee meetings/interviews related to area of specialty.
2. Schedules and coordinates project solicitation and RFP/RFQ submittals or Bid Openings; attends selection committee meetings and interviews; conducts bid openings; verifies bid tabulations; attends pre-construction meetings; and coordinates communication between SAWS staff and TWDB.
3. Prepares and coordinates execution of contracts, amendments, and change orders, performance and payment bonds and insurance; coordinates with Finance for final TWDB loan application, revenue bond issuance, project reconciliation, and revenue bond closure in each respective area of specialty.
4. Provides assistance to internal and external customers by providing information pertaining to area of specialty.
5. Maintains division's external and internal websites and board award and fax databases.
6. Follows-up on outstanding contracts for preparation, return, execution, and closure.
7. Coordinates and oversees contract closure and solicitation/bid submittals within area of specialty.
8. Enforces Federal laws and regulations pertaining to area of expertise.
9. Prepares, coordinates, and schedules training presentation on solicitation and contracting process.
10. Researches, creates, and writes reports on specific data requested by direct or executive management; analyzes, interprets and compiles project information for preparation of an Intended Use Plan for TWDB future project funding.
11. Audits payrolls for active federally funded construction projects; and prepares, coordinates, and schedules training presentation of solicitation processes and contracting processes, and special requirements of the TWDB.
12. Performs other duties as assigned.

DECISION MAKING

- Works under general supervision.

MINIMUM REQUIREMENTS

- Associate's Degree in Public Administration or Business Administration from an institution accredited by a nationally recognized accrediting agency.
- Valid Class "C" Texas Driver's license consistent with SAWS Driving Policy.
- Proficient in the use of word processing, spreadsheet, database, and presentation software.
- Able to use financial software.
- Experience required for each specialty:

Consulting Contract Specialty

Four years' experience performing contract administration and coordination including project solicitation and contract preparation in a variety of contract areas.

Construction Contract Specialty

Four years' experience performing contract administration and coordination, including solicitation for construction bidding, construction administration and/or enforcement of Federal laws and regulations pertaining to area of expertise.



POSITION DESCRIPTION

Texas Water Development Board (TWDB) Specialty

Four years' experience performing contract administration and coordination to include knowledge of capital improvement programs and state-wide sponsored loan programs.

JOB DIMENSIONS

- Contact with internal and external customers, contractors and governmental agencies.
- Communicates effectively, verbally and in writing.
- May be required to work hours other than the regular daytime schedule.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Works primarily in an office environment. Lifts up to 50 pounds occasionally. Squats or stoops occasionally.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.