

City of Fort Worth, Texas Job Description

Classification Title	Contract Services Administrator		
Job Code:	MG1201	Job Family:	Management
Pay Grade	612	Date Reviewed:	07/07/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, coordinates and supervises Contract Compliance section of Code Compliance, Solid Waste Division. Manages the set up and maintenance of Solid Waste Residential billing; and provides administrative and customer service support to the Assistant Director, Call Center and City residents.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages, coordinates and supervises contract compliance. Administers assigned programs; provides guidance in work assignments; allocates resources; and develops goals.
3. Provides professional level administrative assistance in support of assigned contractual programs; tracks and analyzes expenditures related to contract programs; and provides reports and other documentation related to project activities.
4. Evaluates contractor performance through various reporting sources. Compiles data and manages records; provides statistics to demonstrate validity of liquated damage charges or other performance problems; and prepares agenda for weekly operations meeting.
5. Manages the set up and maintenance of residential and commercial solid waste billing. Verifies proper service levels; enters information in designated computer program; and responds to customers regarding charges assessed.
6. Participates in the preparation of the annual budget development process; monitors and approves expenditures; ensures adherence to division budget; and recommends budget adjustments and modifications as appropriate and necessary.
7. Provides administrative and customer service support. Composes written communications, administrative and operational reports and Mayor & Council Communications; responds to inquiries; and creates other documentation and correspondence, as needed.

8. Oversees purchasing procedures for assigned activities; and coordinates various financial activities, including monitoring and requesting requisitions, establishing purchase orders, and monitoring expense reports for programs and projects.
9. Develops working relationships outside organizations, contractors and vendors. Develops instructional material; and provides solid waste program technical support.
10. Manages the gathering and assembly of residential collection service and cart distribution information for contractors related to assigned programs. Manages records; compiles invoices; provides reconciliation for solid waste collection, transportation, cart delivery, swaps and maintenance; posts collections and payments; and reconciles account balances.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
13. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of grant funded programs and contract administration.
 - Principles and practices of supervision, training and evaluation.
 - City administrative and regulatory procedures and policies.
 - Principles and procedures of record management.
 - English usage, spelling, grammar and punctuation.
 - Financial accounting procedures and practices.
 - City of Fort Worth Solid Waste program and structure for billing.
 - Departmental procedures, policies, and rules.
 - Principles and practices of budget preparation.
 - Principles and practices of mathematics.
 - Modern office procedures, methods, and computer equipment.
 - Principles and practices of business administration and human resources management.
 - Principles of business letter writing and report preparation.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Critical thinking and decision making.
 - Computers and applicable software.
 - Problem solving and conflict resolution.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Interpret and apply departmental policies and procedures.
 - Prepare clear and concise reports.

- Oversee a variety of complex contracts and grant funded programs.
- Identify and respond to issues, concerns, and needs.
- Collect and analyze data.
- Interpret, understand and retain contract documents.
- Generate, analyze, interpret, manipulate, organize and present statistical data.
- Analyze problems, identify alternative solutions, project consequences of proposed actions.
- Supervise assigned personnel.
- Implement new policy and programs effectively.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, accounting or related field and four years of increasingly responsible experience in public or business administration, contract management, or related field.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.