

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 237**

**CONTRACT MANAGER**

**GENERAL**

Highly responsible advanced professional position, which maintains contracts/agreements citywide. This employee acts under the direction and general supervision of the General Service Director.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for drafting, evaluation, negotiation, execution, and overall management responsibilities of all City contracts and agreements.
- Serve as the point of contact for customers on contractual matters.
- Act as contractual liaison between city employees and customers, ensuring timely review and approval/reconciliation of variations.
- Provide red-lined recommendations and negotiate directly with customer attorneys or purchasing staff until consensus has been reached.
- Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.
- Negotiate appropriate contract type, scope, price, profit, terms, and recommend changes.
- Lead the development of a comprehensive negotiation strategy/plan working in conjunction with Project Management and other operational staff.
- Establish equitable payment terms, facilitate timely payments through coordinated oversight with Finance of invoicing process, and ensure customer compliance with payment terms.
- Monitor contract cost performance in conjunction with Project Management and Finance.
- Work with Risk Management to coordinate contractual insurance requirements.
- Review terms and conditions to address provisions and risks of financial terms, acceptance criteria, delivery requirements, warranty, intellectual property, termination provisions, indemnification and all other potential risk areas and recommend risk mitigation strategies.
- Provide guidance on contract matters to project managers or other operational staff, including training to new project managers and other employees in contracting practices and procedures.
- Develop and implement procedures for contract management and administration in compliance with city policy.
- Monitor compliance by city employees with established procedures, and identify areas of recurrent pressure. Ensure contract and agreement close-outs, extensions, or renewals.
- Monitor customer satisfaction with City terms and conditions and contracting practices.
- Ensure that executed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
- Monitor transaction compliance (milestones, deliverables, invoicing etc.).
- Prepare documentation for the City Commission approval of contracts and agreements.
- Ensure that all contracts and agreements are entered into the City's contract database.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles and practices of public/governmental contract administration and management
- Knowledge of Federal, State, and local laws pertaining to purchasing, contracts and contract compliance
- Knowledge of large scale purchasing methods (ITB's, RFP's, RFQ's, RLI's, etc.) and procedures in a wide variety of commodities and services
- Knowledge of bookkeeping and accounting principles and practices
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to work with limited to no on-site supervision
- Ability to make mathematical calculations with accuracy

- Ability to complete a variety of forms, log sheets, and reports
- Ability to identify errors in account numbers, dates, amounts or related information
- Ability to use Word, Excel, and PowerPoint
- Ability to communicate persuasively and effectively
- Ability to negotiate effectively with both internal and external customers
- Ability to establish and maintain effective working relationships with City staff, City Commission, contract vendors, and the general public
- Ability to conduct investigations to determine contract compliance
- Ability to analyze, solve problems, render advice and assistance on contractual matters
- Ability to exercise independent judgement in interpreting City and departmental policies, rules, and regulations
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Candidate must have a Bachelor's Degree or higher from a regionally accredited institution with major study in Business Administration, Public Administration, Finance, Business Law, or closely related field. Candidate must have 6-9 years of work experience in the contract management field. Candidate must have at least 3 years of work experience in the purchasing field. Certified Professional Contracts Manager (CPCM) certification desirable. Selected candidate will be required to obtain the Certified Professional Contracts Manager (CPCM) certification within 1 year of hire, if not already obtained. Selected candidate will be required to obtain the Lean Six Sigma Green Belt certification within 1 year of hire, if not already obtained. Local government experience preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, and pulling. Sedentary position with the ability to see, read, talk, handle or feel objects and controls. Physical abilities include frequent light lifting up to 10 lbs. and occasionally up to 20 lbs., walking, standing, pushing, reaching and grasping. The noise level in this environment is usually quiet in an inside office setting.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**Rev** 12/2016

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 32/50

**Location:** General Service Department

**GERS:** Regular Class