

City of Poulsbo

Position Description

Position Title: Contract Administrator/ Project Coordinator	Reports To: City Engineer
Department: Engineering	Date: November 2016
Salary Schedule: Teamsters Salary Schedule-Level 28	FLSA: Non-exempt

General Scope of Work:

The Contract Administrator/Project Coordinator is responsible for performing the administrative, accounting and record keeping duties for the Engineering department. This is an upper level position supporting capital program functions and assisting in the implementation of Capital Improvement Projects.

General Duties:

- Manage departmental budget
- Review and process invoices
- Develop and maintain efficient records and filing systems; responsible for records retention/destruction and public information requests.
- Develop and/or update department procedures, policies, manuals, standards, and instructions as needed; assists in writing and/or preparing resolutions and ordinances, and agreements for approval by the City Engineer.
- Prepare, review, and process payments for plan reviews, right-of-way permits, erosion control payments, site plan reviews, and preliminary plat reviews, etc.
- Process developer deposits
- Responsible for department inventory and fixed assets
- Prepare presentations, correspondence, letters, reports and records for review
- Handle messages from the public in a polite and professional manner; determines nature of message and refer to the appropriate staff member as appropriate.
- Maintain and update the web page for the Engineering Department.
- Prepare and compile information for the monthly newsletters.
- Prepare the Public Works Committee and City Council agendas.
- Attend City Council and Committee meetings as needed.
- Other duties as assigned.

Capital Program Support:

- Coordinate Six Year Transportation Improvement Plan
- Assist in developing plans and schedules for public works programs/projects.

- Assist in developing standards, procedures and templates to support contract administration, including document organization, consultant authorization, distribution of bidding documents, preparation of contract award documents, contractor submittals, contractor progress payments, and contract closeout.
- Prepare and issue Professional Service Agreements (PSA), Small Works Roster contracts, and other major contracts, including Notice of Award and Notice to Proceed. Monitor routing of agreements, amendments, task orders, change orders, and contracts.
- For public work projects, review project specifications prior to publication of bid package; confirms funding source and prepare budget amendment if needed.
- Process change orders and monitors their impacts on project budgets.
- Process contractor pay estimates, purchase orders, and invoices related to capital projects, consultant agreements, service agreements, and purchase contracts.
- Administer calendar of project activities and prepare correspondence relating to contract activities.
- Coordinates publishing of legal notices and advertisements
- Coordinate meetings; prepare agenda, take and distribute minutes.
- Review contract documents for completeness and verify information related to contractor licensing, prevailing wages, industrial insurance, insurance coverage, and bonds prior to routing documents for execution by the City.
- Verify consultant, vendor, and service provider information related to requirements regarding state industrial insurance, insurance coverage, etc. Monitors certificates of insurance, requesting updated certificates as needed.
- Tracks Statements of Intent to Pay Prevailing Wages and Affidavits of Wages Paid. Reviews and monitors certified payroll records and DBE requirements for federally-funded projects.
- Process and monitor construction contract submittals, requests for information, log in and route for reviews.
- Monitor payments for accuracy and compliance with contract requirements for contractors, consultants, vendors and agencies.
- Prepare financial summary information in the form of cash flow, backup information for Final Acceptance Agenda memos project cost recapitulations, and respond to requests for information.
- Provide monthly project budget updates.
- Administer payment spreadsheets and processes purchase orders and invoices primarily related to consultant agreements, service agreements, and purchase contracts. Monitors final payment to consultants and prepares close out letter. Notifies the City Engineer when agreement or task order balances are getting low.

- Conduct independent contract administration audits and reviews to ensure that standards and procedures are being followed.
- Develop specific requests for proposals for major procurements involving consulting services using City and FHWA (Federal Highway Administration) standard documents. Assist with the solicitation and selection process.
- Notify the Department of Revenue and Department of Labor and Industries of project completion. Provides back up to Finance Department to release retainage.
- Monitor expiration dates of agreements, amendments, and task orders; notifies the City Engineer prior to the expiration date.

Developer Projects Support:

- Set up and maintain developer project files and deposits; monitor consultant and developer budgets. Process, manage, and reconcile escrow deposits.
- Assist with and monitor developer agreements.
- Prepare and update fee structure used for determining hourly charges for plan review and inspections.

Knowledge, Skills and Abilities:

- Knowledge of the laws, rules and regulations controlling budgetary, fiscal, and contract procedures.
- Knowledge of basic accounting principles, contracts and agreements, and budgetary and auditing procedures
- Knowledge of the principles and practices of automated information systems, office procedures, and data processing.
- Must be able to use a personal computer, Microsoft Office applications, and internal and external electronic mail programs.
- Skill in interfacing effectively in a complex and dynamic work environment.
- Skill in good listening and communications.
- Skill in preparing clear and comprehensive technical reports, recommendations and proposals, verbally and in writing.
- Skill in reading and comprehending technical specifications, laws, and codes as they relate to contract administration.
- Ability to organize, analyze, interpret and evaluate problems and provide practical, cost effective solutions; ability to juggle multiple priorities; ability to communicate effectively with customers, co-workers, contractors and the general public, both orally and in writing.
- Ability to learn BARS coding, WSDOT and City specifications, State and Federal requirements related to contracting public work projects, consultant contracts, purchasing, and service agreements.
- Ability to work independently on complex tasks and non-routine matters, and shows initiative in performing job functions.

- Ability to establish effective working relationships with other employees, elected officials and the general public.
- Ability to use considerable judgment, discretion, tact, courtesy, and patience in interdepartmental and public contacts coordination.
- Ability to communicate verbally and in writing, with contractors, consultants, employees, and other departments.
- Ability to learn and become a super user for specific software programs (Smart GOV) associated with the position.

Education and Experience:

- College-level course-work or graduation from an accredited two-year or four-year college or university with a degree in business administration or related field.
- Two or more years of professional related experience in capital project management, engineering, construction, and project accounting.
- Any combination of the above requirements which provides the education and/or experience necessary to perform the duties of the position.

Licenses and Other Requirements:

Valid Washington State driver's license

- NOTE: 1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties required by their supervisor.
4. This document will be reviewed and updated yearly at time of employee performance appraisal; when the position becomes vacant; or if duties are changed significantly.