

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/27/2021

CONTRACT ADMINISTRATOR I

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involving the responsibility for planning, organizing, developing, monitoring, and analyzing grant programs and contract procedures in various program areas. The work includes compiling and interpreting various forms of data in preparing grant and program plan formulation. The incumbent works under the general supervision of a higher-level administrator. Supervision may be exercised over the work of paraprofessional and clerical assistants. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, negotiates and develops contracts in collaboration with other program and fiscal personnel;
Collects, compiles and interprets program and financial data;
Coordinates requests for proposals and requests for provider interest for the provision of services in accordance with Federal, State, and Oneida County procurement requirements;
Oversees the electronic contract manager tracking database;
Establishes contact and maintains liaison with service provider agencies;
Prepares narrative reports and records as necessary for compliance with Federal, State and local regulations and standards;
Assists in the presentation and explanation of reports and other data to County and other officials;
Reviews and approves monthly vouchers submitted by contractors for accuracy, completeness and adherence to contractual compliance;
Compiles economic and demographic data in order to assist with planning, monitoring and evaluation of service provider agencies to determine effectiveness of services and programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of contract administration; good knowledge of the principles, practices, methods, terminology and execution of accounting practices; good knowledge of the organizational structure, goals and objectives of the agency; ability to compile, analyze, and interpret statistical data related to social services administration; ability to prepare detailed written reports and procedures and make specific recommendations; ability to maintain cooperative relationships with public and private agencies and organizations.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree **AND** two (2) of administrative* experience; **OR**

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MINIMUM QUALIFICATIONS (cont'd):

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** three (3) years of administrative* experience;
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** five (5) years of administrative* experience;

*Administrative experience is defined as responsibility for direction, and control of, an organization or an organizational unit. In addition to the supervision of work groups, the administrator is responsible for planning, budgeting and program evaluation. Experience performing a specialized function, such as, budgeting, finance, program analysis or personnel, which does not involve overall responsibilities, is not considered administrative experience.

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