



JOB DESCRIPTION: CONTRACT MANAGER

CLASS NO. _____

PAY GROUP: _____

FLSA: Non-Exempt

OCC. CATEGORY: Administrative

JOB TITLE: Contract Manager

OBJECTIVE:

Responsible for the planning, direction, oversight and tracking of contracts for assigned infrastructure projects.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Director of Economic Development
2. Directs: None.
3. Other: Works closely with the Director of Economic Development, City Manager, Assistant City Manager, most Department Directors, City Council, City crews, contractors, engineers, architects, surveyors, consultants and the general public. Interacts frequently with federal and state and local government, and represents the City with public and private organizations and associations.

GENERAL STATEMENT OF DUTIES:

This position will assist with all aspects of project contracts for the City of Burnet. This includes, but is not limited to, funding, bidding, permitting, oversight of engineering and architectural services, contractor relations, project scheduling and financial tracking, on-site reviews, federal and state mandated reporting and fiscal reporting.

Special projects as assigned from time to time, special events, periodic collection, analysis and reporting of data related to federal and state requirements, easement acquisition, field surveys, contractor surveys, and presentations to City Council and the general public. Attendance at City Council meetings and workshops as required.

EXAMPLES OF WORK:

PROJECT MANAGEMENT:

1. Responsible for oversight of assigned projects.
2. Preparation and submittal of grant/loan applications to lending agencies, bond counsel and financial advisor as applicable.
3. Prepares for and tracks project development through project management software and accounting software, including but not limited to, timeline tracking, resource development, job cost accounting, assuring milestones are met and tracking deadlines for compliance.
4. Submits all documents required for the project implementation including, contracts, supporting documents, daily, weekly or monthly reports as applicable, contractor and field checks.

5. Serves as the liaison between City, contractor, engineer, consultants, bond counsel and federal or state agencies.
6. Works with the bonding agency, bond counsel, financial advisor and bank to assure implementation of and compliance with project financing requirements, and state and federal law.
7. Reviews all contractor requests for payment, change orders and submissions to federal or state agencies.
8. Where state or federal projects are implemented, responsible for meeting all legal requirements including, but not limited to, Davis Bacon, Buy American, Disadvantaged Business and Minority Owned Business documentation.
9. Assists with grant development, submissions and compliance with grant requirements.
10. Position will require project visits, field inspections or other job site related activities.
11. Position will be responsible for easement research, development and acquisition.

SPECIAL PROJECTS:

1. Responsible for special projects as may be related to the duties of this position or as may be assigned.
2. Examples of special projects include:
 - a. Development of special reports necessary for specific projects
 - b. Assisting in City Impact Fee development, rate studies, surveys and other rate related studies
 - c. Special events
 - d. Other tasks as may be assigned from time to time

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of pertinent federal, state and local laws, codes and regulations relating to infrastructure contract management and general government management.
2. Ability to coordinate contracts and leases, and to prepare and recommend long-range plans and policies.
3. Excellent work history and attendance record.
4. Ability to communicate effectively and persuasively both orally and in writing.
5. Excellent computer skills with knowledge of Microsoft Office including Excel spreadsheets, Microsoft Word, Power Point® or other types of presentation media. Experienced with project management software, particularly Microsoft Project, is a plus. Experienced with general office machine use required.

ACCEPTABLE EXPERIENCE AND TRAINING:

1. Must be at least 21 years of age.
2. Minimum three years contract administration, project administration or similar experience.
3. Education or training in construction administration, business administration, public administration or closely related field.
4. Minimum two years experience in contract development and negotiation.
5. **OR** any equivalent combination of experience and training which provides the required knowledge, skills and abilities for the position.

CERTIFICATES AND LICENSES REQUIRED:

Project Manager Professional certification preferred but not required.
Valid Texas motor vehicle operator's license required.
Must pass pre-employment drug screen and background check.