

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Contract Management Analyst

Dept.: Finance

FLSA Status: Exempt, Part-time

Reports to: Finance Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Monitors, reviews, and evaluates selected professional service, human services, and capital facility contracts for effectiveness, efficiency and consistency with local, state and federal regulations.

Essential Functions

- Coordinates the application, award process, and ongoing administration of selected federal, state and local grant funds.
- Reviews requests for human service funding and Community Development Block Grant (CDBG) project funding and makes funding recommendations.
- Reviews requests for proposals (RFPs) for clearly defined services and consistency with city policies.
- Administers contracts for selected city programs such as CDBG and human services,
- Participates in intergovernmental committees to analyze, evaluate, and resolve CDBG administrative and policy issues.
- Provides assistance and guidance to other departments as it relates to contracting, developing scope of services, and contract compliance checklists.
- Reviews selected invoices; manages expenditure and service schedules; and identifies units or service cost issues for administered contracts.
- Evaluates City contracts for contract compliance.
- Establishes general procedures and checklists for record keeping and reporting on grants and contracts.
- Researches and prepares alternative scopes of services for contracted services.
- Prepares appropriate monitoring criteria for evaluating the performance and costs of services for selected contracts.
- Forecasts contract expenditures and revenues.
- Researches new and innovative contracting methods and techniques and makes recommendations.
- Prepares reports.
- Performs related duties as assigned.

Secondary Functions

- Applies for grants.
- Researches grant opportunities.
- Assists in representing the City in contract negotiations and dispute resolution.
- Serves on and participates in various employee committees.

Job Scope

Position involves a moderate degree of complexity. Incumbent primarily determines own practices and procedures and operates independently with minimal supervision.

Interpersonal Contacts

Contacts are normally made with others both inside and outside the Organization. Contacts frequently contain confidential/sensitive information necessitating discretion at all times.

Specific Job Skills

Knowledge of:

- Governmental contracting, including contracting for public works projects.
- Contract development, monitoring and recordkeeping methods.
- Program evaluation techniques.
- City government organization, functions, policies, and rules and regulations.
- Database and spreadsheet program operation.

Ability to:

- Analyze complex financial, policy and programmatic issues.
- Communicate complex financial, policy and analytic information effectively in writing and orally.
- Negotiate complex issues involving top level management in different organizational units.
- Thoroughly understand the City's political environment and sensitivities and function effectively within that environment.
- Accurately apply federal, state, and local policies, laws, and regulations.
- Maintain accurate records in accordance with applicable laws and regulations.
- Accurately analyze situations and adopt an effective course of action.
- Demonstrate strong attention to detail.
- Maintain effective work relationships with others.
- Communicate clearly verbally and in writing.
- Exercise individual initiative.
- Exercise discretion in confidential matters.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work independently from general instructions and broad work expectations.
- Manage multiple projects simultaneously.
- Work efficiently in a fast-paced work environment subject to occasional interruptions.
- Meet deadlines.

Mental Activities

Position requires continuous decision making, use of discretion, independent judgment and/or action, and ability to write, read, understand, and speak English; frequent customer service, teamwork, and performance of basic math; occasional interpersonal skills, problem analysis, creativity, and performance of advanced math; and rare presentations/teaching, negotiation, mentoring, and training/supervising.

Physical Activities

Position requires continuous hearing, handling, fingering, sitting and repetitive motions of hands and wrists; frequent talking; occasional standing, walking, reaching, and bending; and

rare stooping, crawling, feeling, kneeling, climbing, and repetitive motions of feet. The position also requires the ability to push, pull, lift and carry five pounds.

Education and/or Experience

Bachelor's degree in finance, economics, business or public administration, or related field plus four years experience in governmental accounting, contract management, or related field.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington Drivers License with satisfactory driving record.

Job Conditions

Work is primarily performed in an office environment with a moderate noise level and subject to occasional work interruptions. Position occasionally requires driving a vehicle to conduct work. Position may involve attendance at meetings off-site and before or after normal working hours.

Adopted 10/09