



City of Irving Job Description

Contracts Administrator

FLSA Status:	EXEMPT	Job Department:	Community Development Division
Job Code:	H061	Reports To (Job Title):	Community Development Manager

PURPOSE

To perform an essential role within the Community Development Division by assisting in management of COVID-19 Funds related to community partners and residents of Irving. This position will be the lead administrator of all COVID-19 related contracts/agreements representing the Community Development Division and the city, which includes ensuring the timely expenditure of these contract funds in compliance with all Housing and Urban Development (HUD) and other Federal Regulations. Further, it assists with other Community Development staff and programs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Assist with creation of contracts.
- Monitor contracts for compliance with HUD and other Federal Regulations.
- Perform monthly desk monitoring of funded agency activities, including review and approval of monthly performance and reimbursement requests documentation, per HUD or other Federal guidelines and regulations.
- Assist with close-out, extension or renewal of contracts.
- Ensure all data is entered into the appropriate Federal reporting systems
- Maintain correspondence and documentation related to contracts.
- Communicate and present information to City Manager, City Council, Housing and Human Services Board and other committees regarding status of contracts.
- Provide support and advise upper management of issues that might arise with contracts, such as expenditure rate or performance issues.
- Meet with funded agencies to ensure implementation of best practices and compliance with competing and different federal regulations; conduct technical assistance, as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Contracts involve federal allocations of up to \$10 million. Individual contracts range from \$10,000 to \$500,000.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree in business or public administration, accounting, finance or related fields

EXPERIENCE

- At least one (1) years of related experience in contract management.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid, state-issued driver's license, or the ability to obtain one, within six (6) months of hire.

KNOWLEDGE OF

- State and Federal regulations (HOME, CDBG, ESG), reporting requirements and eligible activities.
- Project development process, including the stages of planning, implementation, and closeout.
- Project management: Methodologies, tools, and resources for managing large projects.
- Methods of benchmarking and performance measurement.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as HUD reporting systems, including: Federal Integrated Disbursement Information System (IDIS), ESNAPS, FFATA, HMIS and various other federal reporting tools.
- Customer Service Management: Principles and processes for providing customer and personal services.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail when dealing with numbers, words, and ideas.
- Time Management: Managing time wisely to complete assignments on time.
- Policy Comprehension: Accurately interpreting federal regulations, policies, and procedures.
- Relationship Maintenance & Networking: Developing relationships with developers, clients, and personnel in other city departments.

- **Written and Oral Expression:** Effectively communicating information and ideas in writing, as well as through speech, with a wide variety of people, often with diverse views and opinions, including citizens, agencies, and management.
- **Effective Self-Management:** Working independently, with minimal supervision, while maintaining a high degree of proficiency.
- **Cooperation:** Establishing and maintaining positive working relationships with those contacted in the course of work.
- **Prioritization:** Selecting, from multiple options, activities to achieve a goal.
- **Service Orientation:** Actively looking for ways to help people.
- **Multi-tasking:** Working with multiple people, issues, and technological equipment simultaneously.
- **Sequencing:** Correctly following a given rule or set of rules to arrange things and actions.
- **Composure under Stress:** Remaining composed and making sound decisions during stressful or sensitive circumstances, such as when under pressure from clients.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Internally, this position will be in frequent contact with other city staff and occasionally upper management and HHS Board members. Externally, this position will be in frequent contact with residents, vendors, and outside agencies.

EQUIPMENT AND PROPERTY

This position regularly utilizes a computer, copier, cell phone, and city vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to lift up to 10 pounds, listen, see, sit, stand, talk, and walk. Frequently, s/he is required to carry, drive a vehicle, and grasp.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally may encounter stress. The noise level in the work environment usually is low to moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.