

CONTRACT ADMINISTRATOR

Location: New Castle, DE

**Salary: \$59,404 to \$69,887
(Grade J)**

Opening Date: February 1, 2018

Closing Date: February 15, 2018

I. POSITION SUMMARY

This position is located within Procurement Division of the DRBA Finance Department. The Procurement Division administers the public bidding process for all over-threshold purchases, serves as internal control and advisor on internal purchasing policy, and helps internal clients to meet their business needs.

The Contract Administrator is responsible for developing bid and proposal solicitations, preparing contract documents for a wide variety of projects, goods and services, and reviewing internal purchase order requests, enforcing procurement policies, and other duties as assigned. The duties carried out by the Contract Administrator are essential to the successful management and execution of DRBA contracts.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare bid and proposal solicitations, contracts, and related documents in compliance with Authority rules and regulations
- Receive formal and informal bids and quotations, conduct bid openings, and analytically review bid and proposal submissions
- Monitor internal purchase order requests to mitigate non-compliance with Authority procurement regulations
- Ensure that all businesses who wish to participate have an equal opportunity to compete for contracting opportunities in accordance with Authority's Supplier Diversity Policy
- Administer consultant interviews and pre-bid/pre-proposal conferences
- Advise internal customers on the full range of acquisition types available to meet their needs and solidify an overall contract strategy
- Coordinate actions with internal risk management and legal staff as needed
- Provide subject matter expert consultation services to internal clients: interpret and explain applicable Authority procurement resolutions, bi-state counsel and regulatory requirements, grantor/funding requirements, the full range of acquisition methods available, etc.
- Establish and maintain essential electronic reports, records and files
- Provide the highest level of customer service and professionalism to all customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Attention to detail and the ability to spot errors and inconsistencies
- Excellent reading and language comprehension
- Proficient in creating and issuing all types of procurement documents, including, but not limited to RFPs, contracts and service agreements

- Expert knowledge of all stages of contract document development, from concept to final contract execution
- Ability to develop contract documents for a broad range of public construction projects, including heavy highway and facilities construction and rehabilitation, all types of professional services, equipment purchases, etc.
- Relevant knowledge of common principles and best practices of public sector procurement.
- Ability to interpret technical data, specifications, scope of work and other information in order to correctly plan and coordinate the procurement of projects and services
- Professional interpersonal communication skills, including the ability to function well in a major organizational unit which requires significant internal and external interaction
- Ability to communicate clearly and concisely, both orally and in writing
- Advanced skills using common Microsoft Office suite software and various types of electronic information systems
- Ability to read, analyze and interpret complex reports and regulations and to effectively explain them to others
- Ability to interpret laws, rules and regulations and apply them to specific situations
- Ability to organize, multi-task and carry-on active procurements while simultaneously receiving incoming requests
- Ability to provide superior customer service to external and internal customers by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university
- Three (3) years of relevant work experience creating contract documents (ITBs, RFPs, RFQs, contracts, etc.) for construction projects, equipment, supplies, and professional services
- Experience working on behalf of a public sector organization is preferred

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Candidates are subject to a pre-employment physical, drug test and background investigation
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position please complete the on-line application at www.drba.net. Please attach a current resume to complete the application process.