



Position Description

PCN	08-0469
POSITION TITLE	CONTRACT ADMINISTRATOR
LOCATION	ANCHORAGE
RANGE	15/16/17 FLEX
REPORTS TO	CHIEF PROCUREMENT AND CONTRACTING OFFICER 08-0220
FLSA EXEMPT	No
REVIEWED BY (NAME AND DATE)	ACHILLES SARGENTO FEBRUARY 26, 2020
APPROVED BY (NAME AND DATE)	LINDA SENN FEBRUARY 26, 2020
EFFECTIVE DATE	FEBRUARY 26, 2020

POSITION PURPOSE:

This position assists the Alaska Industrial Development and Export Authority (AIDEA) and the Alaska Energy Authority (AEA) by preparing, soliciting, evaluating, awarding, and administering delivery orders and contracts within delegated limits of authority following federal, state, and Authority statutes, regulations, and policies and procedures. Most purchases are for equipment, materials, and construction related services with a transaction cost of less than \$100,000. This position also assists in the preparation, and administration of grants.

ESSENTIAL FUNCTIONS:

PROCUREMENT

- Develops and solicits requests for quotes and informal requests for proposals for goods and services up to \$100,000 for AIDEA and AEA programs and projects.
- Issues bids and proposals; evaluates responses; tabulates results, prepares abstracts – and notes discrepancies; issues bid amendments and notice of awards, and follows up with bidders as required.
- Assists Contracting Officers and Chief Procurement Officer (CPO) with more complex request for proposals and invitation to bids, by tabulating results, preparing abstracts and disseminating information to bidders.
- Works with project managers in developing specifications, terms and conditions based on an understanding of the market for the goods or services.
- Makes purchases for a variety of items using a state issued credit card. Provides back-up support for office supply purchases, conferences, and training registrations.
- Reviews and evaluates construction related procurement requests for quote packets, for materials and services purchased on behalf of communities, for the Rural Energy Program. Reviews RFQ and contract documents for compliance with AEA and AIDEA policies and procedures, verifies funding availability, makes award within delegated

authority limits, and prepares documents for signature by a higher authority, when required.

- Assists in preparing contract amendments, change orders, or NTPs to contractors for construction and non-construction related contracts. Tasks include working with project managers and accounting to prepare, route, and send out the appropriate documentation in order to adjust the scope of work, amount, or length of a contract. It also includes verifying compliance with contract terms, pay rates, and scope.
- Maintains the vehicle files for vehicles registered to AIDEA or AEA and maintains registrations.
- Provides backup for other procurement positions, as required.

GRANTS

- Verifies information provided by project managers and/or grantees; prepares the grant documents; tracks sub-recipient (grants) documents using the financial management system; ensures the database has current information; prepares amendments as necessary; and closes grants when the project and/or grant is completed.
- Assists in managing incoming grants. Prepares draft grant agreements based on input from project managers, management, finance, procurement, and Department of Law. Ensures timely processing of grants by reviewing information, verifying budgets, and entering and tracking grants in the financial management system. Addresses any issues or conflicts with the documents being reviewed. Maintains all grant files.
- Prepares grant amendments by reviewing dates due, funding amount, funding sources, and/or scope adjustments. Prepares amendments when changes are made to the grant template provisions. Monitors the review and signature processes.
- Prepares grant closeouts by verifying that the grantee has met all reporting requirements and all billings have been submitted and paid. Prepares necessary budget entries and monitors routing of grant applications for review and approval to appropriate parties.

FACILITIES

- Coordinates day-to-day activities of the office buildings and grounds on Northern Lights; and general work on warehouse on Commercial drive.
- Monitors and responds to building help emails.
- Coordinates with Chief Procurement Officer on office moves, furniture requests, and scheduled equipment moves.
- Assists the Chief Procurement Officer with managing, accounting for, and disposing of office property and equipment.

REIMBURSABLE SERVICES AGREEMENT (RSA) FINANCIAL ADMINISTRATION

- Prepares draft RSAs and amendments based on input from project managers, management, finance, and other state agencies for both AIDEA and AEA.

- Monitors the review and signature process; ensures timely processing of RSAs to include reviewing information, verifying budgets, and tracking the documents through the process.
- Completes the requisition in the Navision accounting system for commitment against the project budget.
- Coordinates with the other state agencies and the DCCED budget manager in the processing of RSA's including amendments and closeouts.

Other Duties as Assigned

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

Requires advanced skills in word processing, database software, presentation software, and spreadsheets. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of administrative processes necessary to support the operations of a business, such as purchasing and inventory, accounts payable/receivable, and financial monitoring.
- Basic knowledge of general record keeping, bookkeeping and accounting practices and terminology, including techniques and methods used in reconciliation of accounts and auditing.
- Ability to read and understand statutes, regulations, procedure guides and contracts.
- Basic knowledge of purchasing and research techniques, data analysis, record keeping, technical writing and basic math skills.
- Ability to compile and analyze data; calculate cost data; review and understand budgets, use reference manuals, guides and other information resource materials.
- General knowledge of federal, state, and Authority procurement, grant, statutes, regulations, and policies and procedures.
- Knowledge of office equipment and supplies, furniture, personal computers software and hardware and logistics.
- Ability to determine the need for revising procedures and instructions and to draft changes.
- Ability to communicate effectively with staff, engineers, vendors, the public and other state and federal agencies. This position requires the ability to deal firmly, tactfully and courteously with others while providing them with accurate and appropriate information.

- Ability to effectively prioritize workload, multi-task, organize and maintain records related to contracts and grants.
- Ability to manage multiple projects simultaneously.

MINIMUM QUALIFICATIONS:

Associate's degree in business or related field along with at least one year of purchasing or contracting experience, preferably with the State of Alaska or other government entity. Must have or be able to obtain certifications under the Department of Administration and DOT/PF procurement certification programs.

Three years of procurement or contracting experience may be substituted for the education requirement.

DISTINGUISHING CHARACTERISTICS: (FOR FLEX POSITION)

Range 15

- Performs essential procurement functions with supervision and direction.
- Performs all functions related to grants with minimal oversight from Grants Manager and CPO.

Range 16

- Demonstrates solid knowledge of the essential functions of the position and requires less supervision and direction than the range 15.
- Consistently performs at a higher proficiency level above the small procurement limit(s) that require basic knowledge of competitive sealed bids and competitive sealed proposals, and is capable of conducting pre-bid meetings and bid openings.

Range 17

- Consistently demonstrates mastery of the procurement areas identified, the ability to perform, and initiate, the basic formal procurement functions identified above as a Range 16 with a high level of proficiency and limited supervision.