

## CONTRACTS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Highways and Facilities the incumbent of this position directs activities concerned with contracts for purchases of equipment, materials, products and/or services. Examines estimates of material, equipment, performance requirements, and delivery schedules to insure for completeness and accuracy. Reviews bids for conformity to contract requirements and makes recommendations to the Commissioner regarding acceptable bids. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares contract documents such as specifications for new equipment purchases, bids submittal evaluation, and equipment selection recommendations;  
Examines estimates of material, equipment, performance requirements and delivery schedules to insure completeness and accuracy;  
Reviews bids from vendors for conformity to contract requirements and determines acceptable bids;  
Compiles data for preparing estimates;  
May act as liaison between county and subcontractors;  
Coordinates material, labor, and application supervision of the highway striping program;  
Purchases materials such as guiderail and associated hardware;  
Performs inventory update as required;  
Performs field inspection of projects as assigned;  
Selection of vendors and materials for maintenance or new construction;  
May file claims for reimbursement from other agencies.  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of procedures involved in construction contracts; good knowledge of engineering terms and procedures; ability to maintain records; ability to prepare studies, sketches, graphs and charts; ability to understand oral and written instructions; initiative; tact; accuracy.

### MINIMUM QUALIFICATIONS: Either

- a) Associate's degree and one (1) year experience involving the preparation of contracts for engineering construction or related field; or
- b) Graduation from high school or possession of a comparable diploma, and three (3) years experience involving the preparation of contracts for engineering construction or related field; or
- c) An equivalent combination of training and experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.