

CONTRACT ADMINISTRATOR, ASSOCIATE

POSITION OVERVIEW:

Performs various contract administration activities for smaller less-complex contracts. The incumbent is in a developmental mode, working under the guidance of more experienced Contract Administrators to learn the intricacies and implications of more-complex contracts, and gaining exposure to Company procedures and industry practices.

SPECIFIC RESPONSIBILITIES:

Analyzes project billings and prepares payment status reports for Company and project management.

Researches correspondence and prepares written summaries of such research, which in some instances, includes recommendations for project management action.

Prepares billing instructions and other contract administration instructions for project and corporate staff use.

Prepares reports, usually of a financial nature, relating to contract costs, incremental contract funding, number/dollar value of contracts received in given time period, and project status reports.

Administers the process by which project charge numbers are opened or closed for authorized labor and/or other direct costs.

Administers the business provisions of assigned contracts.

Performs other responsibilities associated with this position as may be appropriate.

EDUCATION/EXPERIENCE:

4-year degree in Business Administration, Finance, or related field and 0-3 years of contract administration experience is required.

SKILLS/COMPETENCIES:

Requires good written and oral communication skills, excellent interpersonal skills, as well as familiarity with PC software packages typically associated with contract administration. Fundamental knowledge of contract administration principles is preferred.

CONTRACT ADMINISTRATOR

POSITION OVERVIEW:

Performs contract administration assignments for projects with constructed values typically in the \$20 to \$50 million range, predominantly with domestic clients. The incumbent applies experience and increasing proficiency in the use of contract administration principles and practices. Typical assignments are larger in scope, more difficult, and varied than at the Associate level.

SPECIFIC RESPONSIBILITIES:

Drafts contracts for engineering services projects, relying heavily on previous contracts as a resource for terms and conditions.

Participates as a member of the negotiating team, assuming responsibility for explaining positions and resolving matters of a business nature related to the proposed contract.

Monitors and administers the business provisions of assigned contracts to ensure that contract requirements are met.

Collaborates with colleagues across organizational lines to obtain and transmit business information necessary for the Project Manager to more effectively monitor the status of the project.

Prices change orders and follows through to ensure that contractual coverage is implemented.

Prepares letters to client requesting approvals and interpretations required to comply with the provisions of the contract.

Collaborates with appropriate Procurement personnel on project subcontract matters.

Monitors project expenditures versus contract cost limitations. Prepares letters to clients notifying them of contract cost limitations and requirements for additional funds.

Prepares project/facility acceptance documents and follows through to ensure acceptances are approved by the client.

Furnishes business and financial information requested by the client, as delegated by the Project Manager.

Identifies contractual problems and takes appropriate action to ensure a satisfactory resolution.

Follows up on problems demanding management attention to ensure a timely response to the client.

Performs other responsibilities associated with this position as may be appropriate.

EDUCATION/EXPERIENCE:

4-year degree in Business Administration, Finance, or related field and 3-5 years of contract administration experience is required.

SKILLS/COMPETENCIES:

Requires a working knowledge of industry business practices and contract administration principles, as well as some exposure to contract negotiations. Incumbent must also possess strong written and oral communication skills, excellent interpersonal skills, and a working knowledge of PC software packages typically associated with contract administration.

CONTRACT ADMINISTRATOR, SENIOR

POSITION OVERVIEW:

Performs contract administration assignments for projects with constructed values typically in the \$50 to \$100 million range, with clients in the private and public sectors of domestic and foreign markets. Thoroughly understands and applies good contract management principles.

SPECIFIC RESPONSIBILITIES:

Drafts contracts for large engineering/construction management projects. Proposes alternative text/clauses to client contracts, as appropriate for the Company business. Ensures that the contract is thoroughly reviewed for legal, risk management, tax, and accounting issues prior to submitting to management for approval.

Participates as a member of the negotiating team, consisting of business development and project management personnel, for establishing business terms and contract conditions.

Monitors and administers the business provisions of assigned contracts to ensure compliance with contractual terms and conditions. Advises the Contracts Manager regarding scope, financial, and risk issues of applicable contracts.

Generates and maintains documentation for negotiating change orders. Prices and drafts change orders and amendments. Follows through to ensure that contractual coverage is implemented.

Prepares letters to clients requesting approvals and interpretations required to comply with the provisions of the contract.

Collaborates with Procurement personnel on project subcontract matters.

Monitors project expenditures versus contract cost limitations. Prepares letters to clients notifying them of contract cost limitations and requirements for additional funds.

Prepares project/facility acceptance documents and follows through to ensure acceptances are approved by the client.

Furnishes business and financial information requested by the client, as delegated by the Project Manager.

Identifies contractual problems and takes appropriate action to ensure a satisfactory resolution. Follows up on problems demanding management attention to ensure a timely response to the client.

Performs other responsibilities associated with this position as may be appropriate.

EDUCATION/EXPERIENCE:

4-year degree in Business Administration, Finance, or related field and 5-10 years of prime contract administration experience is required.

SKILLS/COMPETENCIES:

Requires a working knowledge of industry business practices and the negotiation of prime contracts. Incumbent must also possess strong written and oral communication skills, excellent interpersonal skills, and a working knowledge of PC software packages typically associated with contract administration.

CONTRACT ADMINISTRATOR, PRINCIPAL

POSITION OVERVIEW:

Performs contract administration assignments for all phases of the most demanding contractual undertakings. This level of Contract Administrator typically handles contract negotiations of projects with constructed values in the \$100 to \$500 million range, with clients in the private and public sectors of both domestic and foreign markets. Understands and applies a thorough knowledge of the principles governing the business terms and conditions of contracts being negotiated.

SPECIFIC RESPONSIBILITIES:

Reviews client contracts to identify risks and to ensure conformity to Company policy.

Drafts contracts for large engineering/construction management projects. Proposes alternative text/clauses to client contracts, as appropriate for the Company business. Ensures that the contract is thoroughly reviewed for legal, risk management, tax, and accounting issues prior to submitting to management for approval.

Participates as a member of the negotiating team, consisting of business development and project management personnel, for establishing business terms and contract conditions.

Monitors and administers the business provisions of prime contracts to ensure compliance with contractual terms and conditions. Advises the Contracts Manager regarding scope, financial, and risk issues of prime contracts.

May be responsible for overseeing a significant portion of the contract administration activities within designated company-wide market areas.

Solves significant prime contract problems, taking independent action as prescribed by project procedures.

Provides guidance and direction to lower-level Contract Administrators, as appropriate.

Performs other responsibilities associated with this position as may be appropriate.

EDUCATION/EXPERIENCE:

4-year degree in Business Administration, Finance, or related field and 10-12 years of prime contract administration experience is required.

SKILLS/COMPETENCIES:

Requires a thorough knowledge of industry business practices and the negotiation of prime contracts. Incumbent must also possess strong written and oral communication skills, excellent interpersonal skills, and a working knowledge of PC software packages typically associated with contract administration. In addition, the ability to perform in a lead capacity is also required.

CONTRACTS MANAGER

POSITION OVERVIEW:

Manages all contract activity for a Division, a major market segment, or for a major project. Travel to the client's offices or to the project site may be required, either before the contract receives final approval or during the life of the contract.

SPECIFIC RESPONSIBILITIES:

Participates in Division, Company, and Corporate strategic planning activities for specific projects (e.g., risk assessment, bid/no bid analysis, participation in business plan development, etc.).

Provides technical guidance to assigned personnel and ensures proficiency and timeliness of contract administration. Makes staffing assignments and reassignments as Company and project needs arise. Recruits, interviews, and evaluates prospective employees. Hires, offers personnel development, conducts performance evaluations, counsels, takes corrective action as required, and approves terminations. Ensures that new employees receive orientation in company policies and procedures.

Collaborates with Division and project management to ensure proper support in proposal preparation, as well as contract negotiations and administration.

Reviews requests for proposals to identify risks and contractual terms not conforming to Company policy.

Negotiates the more difficult, complex, or sensitive issues with clients.

May represent the Company at government procurement regulatory and policy-making committee hearings and at industry association committees dealing with Federal Procurement Policy initiatives that will have an impact on the industry.

Maintains an active participation in related professional societies to keep abreast of relevant contractual issues.

Performs other responsibilities associated with this position as may be appropriate.

EDUCATION/EXPERIENCE:

4-year degree in Business Administration, Finance, or related field and 12-15 years of prime contract administration experience within a large international engineering and construction firm is required.

SKILLS/COMPETENCIES:

Requires a comprehensive knowledge of industry business practices and the negotiation of prime contracts. Incumbent must also possess strong written and oral communication skills, excellent interpersonal skills, and a working knowledge of PC software packages typically associated with contract administration. Proven ability to perform in a management capacity is also required.

CONTRACTS MANAGER, SENIOR

POSITION OVERVIEW:

Manages all contract activity for a Division, a major market segment, or for a project of significant size, and represents the Company in negotiations of the most-complex contractual issues. He/she must be fully knowledgeable of all legal, business, financial, and long-term implication of prime contract negotiation and maintenance. Travel to the client's offices or to the project site may be required, either before the contract receives final approval or during the life of the contract.

SPECIFIC RESPONSIBILITIES:

Negotiates the most significant contracts or contract modifications, often under difficult conditions. Draws upon broad prior experience to effectively negotiate the most favor terms and conditions with prospective and current clients while achieving Company objectives. Identifies risks and contractual terms not conforming to Company policy.

Participates in Division, Company, and Corporate strategic planning activities for specific projects (e.g., risk assessment, bid/no bid analysis, participation in business plan development, etc.).

Selects personnel, makes staffing assignments, supervises work produced to ensure consistent high-quality performance.

Provides training and development for personnel assigned.

Maintains an active participation in related professional societies to keep abreast of relevant contractual issues.

Keeps subordinates up to date relative to the availability of resource materials dealing with current contract administration and negotiation issues.

Performs other responsibilities associated with this position as may be appropriate.

EDUCATION/EXPERIENCE:

JD in Law or 4-year degree in Business Administration, Finance, or related field, and at least 15 years of prime contract administration experience within a large international engineering and construction firm is required.

SKILLS/COMPETENCIES:

Requires a comprehensive knowledge of industry business practices and the negotiation of prime contracts. Incumbent must also possess strong written and oral communication skills, excellent interpersonal skills, and a working knowledge of PC software packages typically associated with contract administration. Must be capable of independently negotiating the most-complex contractual issues. Proven ability for managing and directing work involving complex situations.