

CITY OF GLENDALE

TITLE:	Contract Analyst	CLASS CODE:	372
REPORTS TO:	Various	GRADE:	28
DEPARTMENT:	Various	FLSA:	E
JOB DESCRIPTION DATE: September 25, 2009 cm			

JOB SUMMARY

Develops, administers and manages contracts and projects relative to City operations and customer services.

ESSENTIAL FUNCTIONS

1. Develops, manages and administers Citywide commodity and service contracts. Develops and monitors lease, licensing, maintenance and rental agreements. Negotiates and manages agreements and contracts with the business community.
2. Analyzes finances and operations with department managers and participates in the development of capital improvement programs, forecasts and operational plans.
3. Implements upgrades and enhances comprehensive enterprise financial software systems.
4. Develops cooperative purchasing agreements and intergovernmental agreements with other public agencies.
5. Manages special and on-going projects. Studies operations and procedures, analyzes findings and recommends course of action to department manager. Researches and initiates equipment acquisition for improved service delivery.
6. Analyzes current resources with City departments and assists in projecting future requirements.
7. Serves as liaison with outside advocacy groups, organizations and general business community.
8. Structures contract documents and awards agreements. Coordinates contract development with departments and vendors.
9. Ensures compliance with budgeting and grant stipulations for purchases as well as federal, state and local procurement and contract laws.
10. Serves as the contract administrator for executed agreements.
11. Prepares oral and written reports and conducts presentations for city management and City Council.
12. Leads training and educational classes to City staff on purchasing practices and contracting.
13. Makes recommendations for improved contracting services.
14. Provides administrative and technical support to department directors and division managers.

SECONDARY FUNCTIONS

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Principles, practices and procedures of public administration, local government structure procurement services
- Materials management practices and techniques
- Accounting principles cost analysis and budgeting
- Procurement and contracting law
- Computer software and related applications
- Computerized financial software systems
- Economic and business markets and trends

Ability to:

- Leverage resources and coordinate efforts of staff within the department and other departments
- Operate a computer and related software
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with contractors, city staff and the business community
- Analyze complex systems in order to solve problems and influence actions
- Work independently on major projects
- Interpret and apply all levels of procurement and contracting law, rules, regulations, standards and other guidelines

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in Materials Management, Purchasing, Public or Business Administration, or a related field and five years experience involving professional procurement and contract administration for a governmental agency.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license