

**HIDALGO COUNTY  
PRECINCT 1**

**Job Title: Contract Manager**

**FLSA Status: Non-Exempt**

**Dept No: 121-005**

**Civil Service Status: Non-Exempt**

**SUMMARY:**

**Assists with Purchasing Department on purchases professional and other services in compliance with the County Purchasing Act. Ensures Contractor compliance with County's contract terms and conditions. Provides technical assistance by determining adequacy of contract specifications, developing contract language, interpreting contract terms and conditions, reviewing contractor responses to bids and proposals, and resolving a variety of pre and post contract award activities. Draft legal documents. Inventories all contracts (professional services, requirements agreement, Etc.)**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Assists with the Purchasing Department in monitoring contracts performance by examining billing, fiscal data, and compliance with terms of contract;**
- **Assists with Purchasing Department in renewing, amendments, and plan changes, recommends cancellations of contracts when unwarranted deviations occur;**
- **Assists with the Purchasing Department in resolving audit exceptions by defining causes of errors and recommending appropriated dispositions;**
- **Assists with the Purchasing Department in coordinating contract services with the direct delivery staff to achieve maximum service utilization, may write specifications;**
- **Assists with the Purchasing Department in developing sources of supplies and services, establishes and uses bidders lists, trade publications, directories and other publications for securing sources and improving competition;**
- **Assists with the Purchasing Department with receiving, tabulating and analyzing bids and proposals and makes recommendations for awards, insures notices of awards, notices to proceed, and notices of non-compliance;**
- **Makes recommendations regarding breach, default and termination action;**
- **Monitors, Researches and Complies utilization data; generates monthly, quarterly, and/or annual report;**
- **Develops network of businesses, ensures eligible businesses are contracted for response to bids;**

- Participates in and attends seminars, workshops, and symposia to further training education;
- Performs other tasks as assigned and required by the purchasing agent;
- Regular attendance is a must;

#### **QUALIFICATIONS REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities;

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

#### **SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time;
- Operating assigned equipment;

Maintain mental capacity which permits:

- Making sound decisions and using good judgment;
- Demonstrating intellectual capabilities;

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**Effectively handle a work environment and conditions which involve:**

- **Working closely with others;**
- **Working a multi-task environment;**

**Maintain effective audio-visual discrimination and perception needed for:**

- **Making observations;**
- **Reading and writing;**
- **Operating assigned equipment;**
- **Communicating with others;**

**ACCIDENT PREVENTION PROGRAM:**

**Required to follow all department's safety regulation.**