

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### CONTRACT MANAGEMENT ADMINISTRATOR, Facilities Services

#### QUALIFICATIONS

- Associate's Degree in Business Administration, Organizational Management, Engineering, Construction, or related field and five (5) years of progressively responsible experience, which includes experience in planning and construction supervisory or contract management **OR** High School Diploma or equivalence or Florida Special Diploma and ten (10) years of experience in building trade.
- Valid Florida driver's license.
- Two (2) years of supervisory experience preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Excel formulas.
- Knowledge of basic problem resolution strategies.
- Knowledge of procurement policies and procedures.
- Knowledge and experience in researching, writing, evaluating, and administering solicitations.
- Knowledge of and commitment to decision-making and accountability for results.
- Skill in problem solving, organizing, and effectively managing time.
- Skill to supervise staff in the compilation of detailed reports and purchasing procedure, organizing work efforts, analyzing, and establishing control systems.
- Skill in good verbal and written communication.
- Ability to research information, draw conclusions, and make recommendations for process improvement.
- Ability to present ideas clearly both orally and in writing.
- Ability to utilize Microsoft Word, Excel, Access, and Outlook.
- Ability to establish and maintain effective working relationships with others.
- Ability to work in a dynamic environment with sensitivity and responsiveness to changing goals, priorities, and needs.
- Ability to follow detailed oral and written instructions and organize work while providing technical assistance to other personnel.
- Ability to provide outstanding customer service.
- Ability to analyze construction costs (including labor, material, and equipment) and construction schedules for educational or similar projects and contract administration.
- Ability to demonstrate leadership and management ability with skill in public relations.
- Ability to assess risks.

#### SUPERVISION

**REPORTS TO** Assistant Director of Facilities Services  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***To ensure the administration, compliance, and effectiveness of vendor contracts that provide facilities maintenance services for the school district in accordance with School Board policy and state and federal laws to ensure the best value for the district.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Plan, coordinate, and supervise maintenance and renovation activities for the contracts management section of the Department of Facilities Services.
2. \*Supervise subordinate employees; coordinate contractual maintenance activities; ensure compliance with building codes, policies, procedures, and work safety measures; and perform related supervisory, technical, and administrative duties.
3. \*Assist in administrative operations; supervise personnel on building and ground maintenance; and coordinate technicians in building operations, repairs, and maintenance while safeguarding public health and district property.

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4. \*Develop, implement, and coordinate approved Facilities Services projects to support the department's maintenance program from initiation stage through planning, design, construction, and final inspection.
5. \*Develop budgets, maintenance work schedules; prepare contract specifications; review contracts, contract drawings, front-end documents, and cost estimates; analyze and prepare schedules and schedule of values; review reports on program and project performance; and perform related administrative functions, including reporting events and activities to end users and senior management.
6. \*Assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.
7. \*Draft and type/word process correspondence and other documents
8. \*Manifest a professional code of ethics and values.
9. \*Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing the school district in a positive light.
10. \*Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
11. \*Assist in the development of complex, non-restrictive specifications and scope of services for future Facilities Services maintenance contracts, solicitations, and request for quotations, etc.
12. \*Prepare correspondence, memos, reports, and other documents relative to assigned functions to resolve issues with purchase orders, requisitions, solicitations, contracts, agreements, etc.
13. \*Prepare and maintain statistical and informational reports on Facilities Services contracted work and service delivery in support of the department's KPI.
14. \*Inform management of issues that are of concern or risk to the school district.
15. \*Assist in planning work procedures and review work for accuracy and conformance to agency policies, regulations, and statutes.
16. \*Keep abreast of economic and business issues that affect Facilities Services maintenance contracts or service delivery.
17. \*Make decisions to adequately meet evolving conditions and define strategies to effectively meet business objectives.
18. \*Establish and maintain effective working relationships with schools, departments, management, and the public.
19. \*Assist school administration in coordinating maintenance activities to maintain safe and minimally disruptive school operations.
20. \*Supervise, evaluate, and review work of assigned personnel as needed.
21. \*Develop leadership in subordinates.
22. \*Maintain timely and accurate information and accountable for the quality of information maintained by those supervised.
23. \*Maintain self-development and keep up to date on current research, trends, and best practices relevant to the area of responsibility.
24. Perform other duties as assigned by the Assistant Director of Facilities Services.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Standard office equipment, automobile

## PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

**PAY GRADE**  
**AO-12-G \$56,375 - \$88,753**  
 District Salary Schedule  
 Months 12  
 Annual Days 258  
 Weekly Hours 37.5  
 Annual Hours 1935

**POSITION CODES**  
 PeopleSoft Position TBD  
 Personnel Category 06  
 EEO-5 Line 44  
 Function 7400  
 Job Code 2111  
 Survey Code 74013

**FLSA**  
 Applicable  
 Not applicable  
 Previous Board Approval  
 ADA Information Provided by Kim Dove  
 Position Description Prepared by Kim Dove

**BOARD APPROVED**  
**December 17, 2019**

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*