

City of Dallas
Classification Specification

Title:	Contract Compliance Administrator	Class Code:	20006
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	10/01/14

Position Purpose:

Prepares contract documents or reports and monitors contract payments to ensure contractual obligations are met.

Essential Functions:

1. Reviews submitted documentation to ensure payment requests are processed in accordance with established procedures and regulations.
2. Develops and maintains a data base for contract information to provide a tracking system for contract activity.
3. Researches and generates information on prior programs and contracts to assist management, other departments or outside agencies.
4. Prepares standard lease documents for facility usage to ensure required information regarding lease terms is included.
5. Reviews tenants' insurance coverage to ensure that City's requirements are met.
6. Prepares and maintains reports on contract and financial activities to ensure that management has contract information.
7. Serves as petty cash custodian for division.
8. Prepares bank wire transfers to expedite processing of loans and repayment to contractors.
9. Assists others in the interpretation of Community Development Block Grant (CDBG) regulations for the application of contracts.
10. Performs others duties as assigned.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of City contract policies, procedures and requirements.

Knowledge of Community Development Block Grants (CDBG) regulations.

Knowledge of City insurance requirements for facility usage.

Ability to use spreadsheet and database software to generate reports.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

