



Position Title:	Contract Supervisor	Job Code:	0710-00E
Reports To:	Associate Vice Provost	Job Group:	PENC
Department:	Facilities Management	Salary Grade:	13
Prepared By/Date:	Jennifer C. Brito/05-01-2007	FLSA Status:	Exempt
Approved By/Date:	Curtis Reynolds/05-08-2007		
Revised:	Jennifer C. Brito/05-01-2009		

Summary:

The Program Leader (Contract Supervisor) will perform complex clerical and contract preparation tasks.

Essential Duties and Responsibilities:

- Assembles, reviews and coordinates legal documents and information pertaining to construction projects, architectural and construction management contracts and related areas
- Understands legal terminology and the processes and issues encountered in contracts and business transaction law
- Composes drafts of letters and legal documents
- Provides statistical reports and processes requests for change orders
- Obtains information from contractors, architects, governmental agencies and others, as required by law
- Develops and maintains accurate records
- Makes decisions and exercises independent judgment on projects within the assigned area
- Resolves problems and makes decisions in accordance with departmental policies and procedures
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Excellent organizational skills and the ability to work effectively with external consultants, contractors and vendors
- Excellent word processing skills and working knowledge of Access, Excel and Mainframe systems
- Ability to meet deadlines, work independently, and on multiple projects
- Possess good analytical judgment and communication skills, both orally and in writing

Work Environment:

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

While performing the duties of this job, the noise level in the work environment is usually quiet.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or

controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree and four (4) years experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name