# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Contract Administrator</th>
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<tbody>
<tr>
<td>NUMBER</td>
<td>50010200</td>
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<tr>
<td>JOB FAMILY</td>
<td>Contracts and Compliance</td>
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<tr>
<td>GRADE</td>
<td>9</td>
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<tr>
<td>DATE REVIEWED</td>
<td>April 2012</td>
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<tr>
<td>FLSA CLASSIFICATION</td>
<td>Exempt</td>
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</tbody>
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## JOB SUMMARY

Reports to PSE’s Operations function and specifically supports Gas and Electric Transmission, Distribution, Energy Production and Energy Storage infrastructure and program work. Advises and supports various business units at PSE in contract administration and compliance consistent with corporate and risk management policies. Maintains contract oversight for long term Service Provider/Partnership contracts. Collaborates and coordinates work with Project Managers and Engineers. Assists management, senior contract administrators and consulting contract administrators with ongoing contract matters while maintaining positive, professional relationships with PSE’s suppliers and other PSE departments. Assists in the administration of contracts including compliance with contract terms, dispute resolution, and coordination with other PSE contracting agents. Interprets and applies existing guidelines and contracting principles, practices, and theories toward the completion of assignments involving a substantial degree of complexity. Is also responsible for supplier management activities such as tracking service level agreements, coordinating delivery milestones, performance reporting, and assisting business leadership to resolve supplier non-performance issues. Holds delegation of authority from PSE’s Officer team such that individuals in this category have authority to negotiate and execute agreements. As such, is responsible for developing and managing competitive bid solicitations for the company.

Upholds the safety compliance standards inherent in PSE’s operating and/or field procedures related to work responsibilities. Promotes and supports a culture of total safety.

## JOB RESPONSIBILITIES

- Assists and prepares private bid packages and manages the contractor bid evaluation and selection process.
- Assists in negotiation and execution of contract change orders and payment resolution.
- Procures services and awards contracts in a fast-paced environment based upon internal customer needs and schedules.
- Supports negotiation of favorable terms and conditions for engineering and construction contracts.
- Serves as primary liaison and team coordinator between the Contractor community and internal clients.
- Ensures compliance with codes, standards, and design, operation, and maintenance requirements.
- Documents and shares work with others to strengthen the depth and breadth of skills within PSE’s contracting workforce.
- Negotiates favorable terms and conditions for engineering and construction contracts.
- Supports emergency response 24/7 relating to the acquisition of contractor resources.
- Assists in the interpretation, management, administration and review of contracts.
- Is responsible for organization of contract repository to effectively manage contracts.
- Conducts research of supplier contracts to address inquiries from Project Managers regarding key contract provisions and terms.
- Prepares reports for various internal and external stakeholders of existing contract portfolio, and statistical and financial reports and distributes reports to authorized personnel as required.
- Coordinates and resolves contractual discrepancies with suppliers through collaboration and partnership with other PSE contracting agents to negotiate and implement mutually acceptable resolutions.
- Coordinates with other departments and peers in the development and integration of cross-departmental plans involving upcoming projects.
- Provides feedback to internal stakeholders regarding contract issues.
- Provides support for other departmental and administrative activities, initiatives and projects.
- Assists in the analysis of contracts to measure risk.
- Identifies potential areas of weakness with assigned work, and initiates corrective action.
- May lead or coordinate the work of junior contract administrators, analysts, field technicians, and others who assist on specific projects. (This includes contractor/consultants).
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS / KNOWLEDGE / SKILLS / ABILITIES
- Bachelor's degree in Business Administration, Engineering or related field. or equivalent work experience.
- 2 years experience successfully managing contracts.
- Demonstrated ability working collaboratively across varied departments at all levels.
- Excellent organizational analysis and problem solving skills.
- Ability to balance multiple priorities and deadlines in a fast paced environment.
- Excellent written and oral skills, including the ability to effectively manage conflict.
- Strong problem solving and analytical skills in a complex environment.
- Familiarity with procurement/contract policies and procedures and contract negotiations.
- Skill to establish and maintain an atmosphere that embraces teamwork and a collaborative environment with a focus on meeting customer needs.
- Strong organization, documentation, prioritization, and project management skills.
- Ability to lead and facilitate stakeholder meetings.
- Demonstrated continuous improvement skills.
- Decision-making skills.

### DESIRED QUALIFICATIONS / KNOWLEDGE / SKILLS / ABILITIES
- Professional negotiation experience.
- Contract dispute resolution experience.
- Experience working in the utility industry.
- Completion of the National Contract Management Association (NCMA), Certified Purchasing Manager (CPM) or Certified Commercial Contracts Manager (CCCM) designation.