JOB DESCRIPTION

TITLE
Sr Contract Administrator

NUMBER
50000282

JOB FAMILY
Contracts and Compliance

GRADE
10

DATE REVIEWED
April 2012

FLSA CLASSIFICATION
Exempt

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 risk management and corporate policies. Maintains contract oversight for long-term Service Provider/Partnership contracts. Collaborates and coordinates work with Project Managers and Engineers. Is responsible for the analysis, development, preparation and administration of contracts which may include responsibilities such as commitment authority, negotiation, 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. This position assists management and consulting contract administrators with ongoing contract matters while maintaining positive, professional relationships with PSE’s suppliers and other PSE departments. Represents PSE at various stakeholder meetings. Holds delegation of authority from PSE’s Officer team such that individuals in this category have authority to negotiate and execute agreements. As such, individuals in this category are 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

- Prepares private bid packages and manages the contractor bid evaluation and selection process.
- Provides interpretation of contracts.
- Negotiates and executes contract change orders and payment resolution without direct supervision.
- Negotiates agreements/settlements with suppliers and contractors and conducts periodic contractor evaluations.
- Negotiates favorable terms and conditions for engineering and construction contracts.
- Provides a detailed contract review of internal or external documents.
- 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.
- Supports emergency response 24/7 relating to the acquisition of contractor resources.
- In conjunction with Purchasing, maintains and monitors contractor liability insurance for related contractors.
- Delivers interpretation and detailed contract review of internal or external documents.
- Conducts the management and administration of contracts.
- 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.
- Serves as a liaison between business unit, PSE’s contracting agents and PSE/external legal resources.
- Facilitates cross-functional discussions to analyze and develop strategy for contracts. Presents recommendations and findings to PSE’s Executive management.
- Coordinates with other departments and peers in the development and integration of cross-departmental plans involving upcoming projects.
- Provides support for other departmental administrative activities, initiatives and projects.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS / KNOWLEDGE / SKILLS / ABILITIES
- BA/BS degree in engineering, business, economics, related fields, or equivalent work experience.
- 4 years experience successfully managing a portfolio of contracts.
- Excellent communication, interpersonal, and presentation skills. Ability to lead and facilitate stakeholder meetings.
- Demonstrated ability of 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, with exceptional PC skills using Word, Excel, PowerPoint, MS Project, and SAP (Including Business Intelligence).
- Advanced knowledge and experience in procurement/contract policies and procedures and contract negotiations.
- Strong working knowledge of procurement legal aspects, contracting for services and contract administration processes.
- Strong working knowledge of commercial law, risk management, contracting for services and contract administration processes.
- Advanced knowledge and experience in 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.
- Ability to lead and facilitate stakeholder meetings.
- Demonstrated continuous improvement skills.
- Strong decision making skills.

### DESIRED QUALIFICATIONS / KNOWLEDGE / SKILLS / ABILITIES
- Experience in developing and administering contracts.
- 5+ years of experience in contract administration.
- 5+ years of services procurement and/or contracting experience.
- Professional negotiation experience.
- Contract dispute resolution experience.
- Completion of the National Contract Management Association (NCMA), Certified Purchasing Manager (CPM) or Certified Commercial Contracts Manager (CCCM) designation.