

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 1206  
Job Title: Contract Administrator  
Salary Grade: 23  
Bureau: Bureau of Administration  
Department: Transportation and Highways  
Dept. Budget No. 500  
Position I.D. 9517514  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Prepares and administers the Department of Transportation and Highways formal communications system with the Clerk of the Board of County Commissioners regarding Improvement, Construction and Road Maintenance Resolutions, contract lettings, changes and final acceptances. Prepares, assembles and processes contract documents, standards, special provision, and plan specifications related to demolition, construction and Right-of-Way as required. Provides liaison between the Department of Transportation and Highways, Clerk of the County Board of Commissioners, Illinois Division of Highways and the U.S. Bureau of Public Roads ensuring coordination and proper procedures. Supervises the drafting and negotiation of contracts for the department.

#### **Key Responsibilities and Duties**

Assembles and presents resolutions for the Department of Transportation and Highways such as Supplemental Improvement, Amending, Procurement, Acquisition of Agreements, Prevailing Wage, and Accomplishment Resolutions for approval by Board of County Commissioners.

Compiles, reviews, and prepares the reproduction of Notices, Bid Proposals, Quantity Sheets, Standard and Special Provisions which make up Contract Documents. Determines needs and requirements in reference to number, type, and arrangement of documents, necessary for highway improvement contractors to accomplish designated projects.

Assembles and forwards Proposal Documents to the Design Bureau for approval. Receives approved documents; reviews, revises and prepares copies of final Bid Proposals held for advertising. Notifies County Procurement Officer Agent as to project advertised in accordance with legal requirements. Upon placement of advertisement, submits copies to Illinois Division of Highways and U.S. Bureau of Public Roads, if involved, for general approval.

Distributes Construction Improvement Proposals and Project Plans to qualified contractor bidders upon review of current file of Improvement Contractors Qualifications which includes bonds, assets and liability statements.

Attends board meetings at time of Bid Openings; submits bids to Chief Engineer of Design for tabulation and review. Submits letters of transmittal and copies of Tabulation of Bids to the Clerk of the County Board, to the Illinois Division of Highways and to the U.S. Bureau of Public Roads, as required.

Prepares and presents final contracts and performance bonds, securing required official signatures and notifies the Clerk of the County Board for release of appropriate securities held in deposit.

Submits final contracts as approved by Board of County Commissioners to State Highway Department as required for concurrence of bid award.

Reviews and processes legal notices for advertising of bids necessary for purchase of equipment and material items as submitted by Secondary Roads and Material Bureau. Submits Notices to County Purchasing Agent for placement of advertising. Prepares, reviews and distributes required documents to County Clerk, State's Attorney, Contractor and general file.

Maintains current prevailing Wage Rates in accordance with U.S. Department of Labor regulations for Federal Aid Proposals and Contracts.

### **Knowledge, Skills and Abilities**

Ability to supervise and ensure the timely continuity of work operation to meet daily deadlines.

Possession of supervisory skills and ability to direct, motivate and supervise subordinates through to completion of work assignments.

Ability to objectively and tactfully interact with Bureau Chiefs, Division Supervisors and other agencies or county department liaisons.

Ability to write in a concise and grammatically correct manner.

Must have excellent organizational and communication skills. Ability to supervise and review the activities of support staff.

Ability to analyze, prioritize, and handle a large number of projects and problems effectively in a timely manner.

Ability to administer a variety of highly technical and managerial functions, coordinating the timely and efficient completion of projects and ability to exercise sound judgment.

Knowledge of County procedures, policies, ordinances.

Possession of supervisory skills and ability to direct, motivate and supervise subordinates through to completion of work assignments.

Administrative experience in working with businesses and municipalities.

Thorough knowledge of Department policies and procedures, State and Federal Highway policies, regulations and requirements in regards to Contracts, Provisions and Lettings.

Extensive knowledge and professional practice in planning the assembly of proposals and contracts which are usually ordered under a deadline, as well as the processing of proposals, advertising and preparation of contracts.

Knowledge of procedures used in securing bonds and obtaining signatures after award has been made.

Extensive knowledge and ability that is necessary for the processing of the various proposals, contracts and advertising for all construction projects as substantiated by a background of semi-legal experience in contract preparation.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in a highway department **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree in Civil Engineering from an accredited engineering program.

Registered as a Professional Engineer in the State of Illinois.

Five (5) years' progressive management experience in the highway field.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**