

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 05/13/08

## **CONTRACT ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional and administrative position involving the responsibility for planning, organizing, developing, monitoring, and analyzing grant programs and contract procedures in the various program areas within Oneida County Government. The work includes compiling and interpreting various forms of data in preparing grant and program plan formulation. In addition, responsibilities include oversight of the daily administration of assigned counsel cases for Oneida County courts which includes the processing of vouchers, reports and payments to various attorneys. The incumbent works under the general supervision of a Department Head. Supervision may be exercised over the work of paraprofessional and clerical assistants. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Collects, compiles and interprets economic and demographic data to aid in program plan formulation, as well as, information utilized in the monitoring and evaluation of grant plans and contracts;

Prepares comprehensive reports and makes recommendations following study of administrative, budgetary or organizational problems and procedures;

Assists in the development and final preparation of grant plans and grant modifications;

Plans, negotiates and develops contracts with public or private agencies, as well as, educational institutions in conjunction with State regulations and local policies;

Maintains and coordinates high level contact with local, State and Federal officials and representatives of business and industry regarding contract procedures/requirements;

Monitors the progress of grant programs and contract activities to ensure compliance with applicable codes and guidelines;

Oversees the electronic Contract Manager tracking database;

Reviews participant applications and evaluates eligibility requirements;

Establishes contact, and maintains liaison, with public and private agencies;

Completes narrative reports, tabular records and other reports necessary for compliance with Federal and State rules, regulations, and policies;

Coordinates and executes all stages of assigned counsel case management, including opening new cases, preparing Appellate Division vouchers for review and approval, reviewing and approving monthly vouchers and interfacing with the Public Defender, judges, court personnel and attorneys to ensure completeness and accuracy;

Assists in the presentation and explanation of reports and other research data to County officials, civic and legal groups and other interested bodies.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern principles and practices of administration; good knowledge of the principles, practices, methods, terminology and policy analysis; good knowledge of the principles, practices, methods, terminology and execution of accounting practices; working knowledge of the organizational structure, goals and objectives of the agency; ability to compile, analyze, and interpret statistical data related to social services administration; ability to prepare detailed written reports and procedures and make specific recommendations; ability to maintain cooperative relationships with public and private agencies and organizations, law enforcement groups, courts and court personnel, including judges, public defenders, attorneys and other legal services personnel.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in business or public administration, industrial or labor relations, economics, political science, social science, social work, human services, planning, engineering, architecture or a closely related field **AND** two (2) of administrative\* experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in the fields described in (A) above **AND** four (4) years of experience as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience as described in (A) above.

**DEFINITION:** \*Administrative experience -- primary responsibility for direction, and control of, an organization or an organizational unit. In addition to the supervision of work groups, the administrator is involved in planning, budgeting, program evaluation and policy formulation. Experience performing a specialized function, such as, budgeting, finance, program analysis or personnel, which does not involve overall responsibilities, is not considered administrative experience.

**NOTE:** Verifiable part-time experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/10/89  
Revised: 06/20/89, 05/28/96, 01/18/01, 05/13/08