



Contracts Administrator

Position Opening: Durham, NC. GoTriangle, the regional public transportation organization for Wake, Durham, and Orange counties seeks a Contracts Administrator. This position is responsible for the administration of the professional service contracts awarded for the Durham-Orange Light Rail Transit Project (D-O LRT). Contracts are awarded for engineering, program management, construction management services and other professional service consultant contracts as assigned. The Contracts Administrator may also have responsibility for the administration of construction contracts as required.

Responsibilities include (but not limited to):

- Assisting in the consultant/contractor selection process as it pertains to the evaluation of manpower estimates, cost proposals, project control, and reporting, invoicing procedures, and documentation requirements.
- Assisting with the negotiation of new contracts as determined. Administers consultant contracts from contract award through contract closeout. May administer construction contracts as required.
- Holding regular meetings with consultants/contractors to review contract status and resolving issues.
- Assisting with negotiating terms, conditions, costs and fixed-fee on proposals.
- Preparing formal contract documents to include supplemental agreements, contract change orders and task orders.
- Assisting Management and legal counsel with the resolution of consultant/contractor claims.
- Obtaining all required coordination and approvals for contract documents and agreements.
- Obtaining input from D-O LRT Project Managers regarding consultant/contractor progress and reviews; processing invoices for payments.
- Continually monitoring consultant budget limits, actual/forecast expenditures.
- Drafting contract correspondence and transmittals.
- Preparing regular updates to Management regarding invoicing and contract charges.
- Maintaining contract files as part of the D-O LRT Project document control system.
- Developing and updating procedures associated with contract administration.
- Performing other duties as requested and assigned.

This position requires a Bachelor's degree from an accredited four year college in either Accounting or a related discipline. An equivalent combination of education and experience is acceptable. A minimum of seven years of progressively responsible contract administration experience in engineering, design, and/or construction are essential. The candidate will possess knowledge of contract development, negotiation, and administration and federal procurement regulations and guidelines. Attention to detail and accuracy in analyzing financial

and contractual information are necessary to this role. The incumbent will have a significant level of interpersonal skills to effectively communicate with all levels of supervisory and non-supervisory employees and government entities. He or she will have a thorough, working understanding of PCs including Microsoft Office Suite packages; proficiency with word processing software and detailed financial spreadsheets. Must have the ability and confidence to learn new software packages if needed. The salary range is \$49,401-92,374 and a comprehensive benefits package is offered.

Qualified applicants can email cover letter and resume to jobs@gotriangle.org. No phone calls or 3rd party solicitations, please. EOE.