

# Contracts Administrator

Administers, extends, negotiates and terminates standard and nonstandard contracts. Examines estimates of materials, equipment services, production costs, performance requirements, and delivery schedules to ensure accuracy and completeness. Prepares bids; processes specifications, progress, and other reports; advises management of contractual rights and obligations; compiles and analyzes data; and maintains historical information. Participates in and/or conducts proposal preparation, contract negotiation, contract administration, and customer contact activities to provide for proper contract acquisition and fulfillment in accordance with company policies, legal requirements, and customer specifications. This may include all facets of subcontract administration, such as developing specifications and work statements; preparing bid packages; recommending subcontractors; selecting vendors and suppliers; and coordinating vendor/supplier visits and writing awards. Negotiates and coordinates additions, deletions or modifications to all standard and nonstandard contracts in support of sales activities. Maintains communications to ensure timely contract execution by the parties. Ensures final contract documents are consistent with agreements reached at negotiations. May plan and participate in training of contract practices and negotiations to company personnel.

	Level 1	Level 2	Level 3	Level 4	Level 5
	Contracts Administrator I	Contracts Administrator II	Contracts Administrator III	Sr. Contracts Administrator	Contracts Manager
Knowledge, Skills and Abilities	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Frequent use and application of general knowledge of industry practices, techniques, standards, principles, theories, concepts and techniques. Possesses developed analytical and writing skills.	Complete understanding and wide application of principles, theories, concepts, standards and practices in the field. General knowledge of other related disciplines. Possesses developed analytical and writing skills.	Contributes to the development of innovative contractual techniques and approaches. Considered expert in field within the organization. Has detailed knowledge of other related disciplines. Possesses developed analytical and writing skills. Analyzes data for trends.	Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.
Problem Solving	Solves routine problems of limited scope and complexity following established policies, standardized practices and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.	Develop solutions to a variety of difficult problems. May refer to established precedents and policies. Solutions are imaginative, thorough, practicable, and consistent with organization objectives.	Develop solutions to problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	Develops solutions to problems of unusual complexity that require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique, and solutions may serve as precedent for future decisions.
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions and/or guidance from more senior functional staff.	Works under general supervision. Follows established procedures. Work is reviewed for soundness of judgment, overall adequacy and accuracy.	Works under only general direction. Exercises some latitude in determining objectives and approaches to assignments. Completed work is reviewed for desired results.	Work is performed under general direction and guidance. Exercises some latitude in planning, scheduling and arranging own activities in accomplishing objectives. Independently determines and develops approach to solutions. Work is reviewed for desired results.	Works under consultative direction toward long-range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.
Impact	Contributes to the completion of routine task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of milestones associated with specific projects. Failure to achieve results and/or erroneous decisions or recommendations may cause delays in program schedules and may result in the allocation of additional resources.	Contributes to the completion of specific programs and projects. Exerts some influence on the overall objectives and long-range goals of the organization. Failure to obtain results and/or erroneous decisions or recommendations would typically result in serious program delays and/or expenditure of resources.	Plans and conducts assignments, generally involving more than one project. Errors in judgment or failure to achieve results would typically result in the considerable expenditure of company resources and/or failure to achieve major company objectives.	Decisions affect the financial, employee, or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

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Liaison	Contacts are primarily with immediate supervisor, project leaders, and other professionals in the section or group.	Primarily internal company contacts. Infrequent inter-organizational and outside customer contacts on routine matters.		Represents organization as prime contact on projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as contractual expert to Business Area Management on major matters pertaining to its plans, and objectives.		Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives.	
Work Products (Examples may include but are not limited to)	Responsibilities include pre-proposal activities, such as preparation of standard teaming agreements, non-disclosure agreements, prime and subcontract proposal planning and support. Coordinates with Finance to prepare cost proposals for non-complex solicitations for review by management. Coordinates management approvals for proposals and contracts. Reviews contract terms for discussion with senior staff. Enters contract/subcontract data into appropriate data systems and prepares standard documentation. Prepares contract closeout documentation for review by senior staff.	Prepares fully compliant pricing proposal documents for task orders and standard, non-complex business proposals. Compares the requirements of the proposal with the guidelines of the FAR/DFARS for compliance. Validates the cost volume, contents, support data and distribution. Coordinates final approval and signature of the offer. Reviews terms & conditions, and participates in customer negotiations under supervision of higher level contracts staff. Makes recommendations to management to execute contractual documents. Develops responses to FOIA requests for senior review. Enters contract/subcontract data into appropriate data systems, and prepares standard documentation. Prepares contract closeout documentation.		Prepares fully compliant business proposals. Compares the requirements of proposals with the guidelines of the FAR/DFARS for compliance. Reviews contractual documents to ensure they satisfy customer specifications and requirements while adhering to company policy and all applicable laws and regulations. Works closely with technical leads and management in negotiation of standard contracts, subcontracts, confidentiality agreements, and teaming agreements. Primary responsibility for interpretation of contractual terms and conditions. Examines performance requirements, delivery schedules and other contractual obligations to ensure accuracy, completeness, and adherence to bid specifications or contractual terms. Prepares formal correspondence, and assists in preparation of progress reports and various other reports to track deliveries. Enters contract/subcontract data into appropriate data systems and prepares standard documentation. Prepares contract closeout documentation.		Prepares fully compliant business proposals. Negotiates and administers contracts, subcontracts, confidentiality agreements, and teaming agreements. Reviews contracts and modifications with technical leads and management as required. Examines performance requirements, delivery schedules, and other contractual obligations to ensure accuracy, completeness, and adherence to bid specifications or contractual terms. Prepares formal correspondence, and assists in preparation of progress reports and various other reports to track deliveries. Enters contract/subcontract data into appropriate data systems, and prepares standard documentation, as well as reports that may be particular to the needs of the contract. Prepares contract closeout documentation. Assists management with specific contract-related requests, and performs research on particular topics as necessary.		Negotiates major program contracts and proposals with customers. Oversees the work product of the cross-functional team preparing and submitting major competitive proposals. Serves as the contracts expert on Red team reviews. Prepares analyses at the request of the Business Area leader on key contractual issues. Prepares the negotiation team for major program negotiations with the customer. Leads the interface with Government DCMA and DCAA personnel.	
Minimum Education and Experience	0+ years directly related experience with Bachelor's Degree in Business or related field. Ability to communicate clearly.	2+ years directly related experience with Bachelor's Degree in Business or related field. Ability to communicate clearly.		5+ years directly related experience with Bachelor's Degree in Business or related field. Ability to communicate clearly.		8+ years directly related experience with Bachelor's Degree in Business or related field. Ability to communicate clearly.		15+ years directly related experience with Bachelor's Degree in Business or related field. Ability to communicate clearly.	