



JOB ANNOUNCEMENT # 303170

POSITION TITLE: CONTRACT ADMINISTRATOR

SALARY: NEGOTIABLE

OPENING DATE: JANUARY 03, 2025

CLOSING DATE: JANUARY 17, 2025 OR UNTIL FILLED

SUPERVISOR: DIRECTOR, Office of Construction Management

TYPE OF EMPLOYMENT: EXEMPT REGULAR FULL-TIME

JOB LOCATION: PUBLIC WORKS DEPARTMENT
OFFICE OF CONSTRUCTION MANAGEMENT

SCOPE OF SERVICE:

The Contract Administrator is the primary provider of administrative services required to properly assemble, execute, manage, track, and close out construction contracts that are assigned to the Office of Construction Management. Such responsibilities require close coordination and communication with various tribal Offices and Departments. The Contract Administrator must be well organized and capable of performing at a high level of accuracy and skill while managing numerous simultaneous projects of varying degrees of complexity. The Contract Administrator must be able to perform under strict deadlines and must be able to quickly adapt when deadlines or priorities are changed. The Contract Administrator is responsible for developing and maintaining filing and recording systems that will allow contract- and project-related documents to be easily stored, retrieved, and reproduced.

DUTIES AND RESPONSIBILITIES:

1. Assembles and prepares contract documents for review by the Office of the Attorney General. Such preparation includes working with contractors or other service providers to obtain all required information and documentation needed to satisfy MBCI legal and financial requirements, such as insurance certificates, tax identification numbers, W-9 forms, etc. Once all required documentation has been obtained, the Contract Administrator will submit and track each contract through all steps of the approval/execution process. Once a contract is executed, the Contract Administrator will distribute appropriate copies and notifications to all applicable parties;
2. Prepares Purchase Orders and Requests for Payment as required to pay contractors and suppliers who have been awarded contracts. The Contract Administrator will work with Office of Construction Management staff to confirm which payments are due and when;

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3. Tracks all insurance requirements and maintains active certificates of insurance for contractors and suppliers working on Office of Construction Management projects and ensures endorsements are current and up to date;
4. Acts as the subject matter expert on all contract administration functions within each project's life-cycle. The Contract Administrator will develop an audit process for contract organization including the contract preparation process and maintenance of contract files;
5. Audits processes and files as necessary to ensure compliance with process and record-keeping standards. The Contract Administrator will train other Office of Construction Management personnel as required to ensure that they understand and adhere to established record-keeping standards;
6. Communicates with contractors and suppliers regarding MBCI payment policies and procedures. The Contract Administrator will work with contractors and suppliers to ensure timely payments, which includes communicating any need for additional information or correcting of errors on payment requests made by same;
7. Assists Office of Construction Management staff with scheduling and tracking project-related events, such as bid openings, progress meetings, ribbon cuttings, site inspections, material deliveries, completion dates, closeout dates, etc. As such, the Contract Administrator will maintain a common "office calendar" that will be shared with all Office of Construction Management personnel;
8. Prepares Procurement Requests and Purchase Orders for the Office of Construction Management. The Contract Administrator will work with Office staff to procure needed goods and services as required. The Contract Administrator will process all activities needed to close out purchases, including preparation and submittal of payment request documentation to the Office of Budget and Finance;
9. Prepares correspondence and other documentation as needed to communicate with contractors and suppliers regarding contract-related issues. The Contract Administrator will frequently produce such documentation at the request of other Office of Construction Management personnel. The filing and tracking system developed by the Contract Administrator will accommodate all such documentation; and,
10. Performs other duties as assigned by superiors.

WORK ENVIRONMENT:

1. Work will be performed in a typical office environment; and,

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2. Some work will occur outside of regular working hours, including nights, weekends, and holidays, should construction schedules dictate such.

PHYSICAL DEMANDS:

1. Ability to sit, stand, walk, bend, stoop and perform typical office-related duties;
2. Ability to work at a desk or computer terminal for extended periods of time; and,
3. Ability to enter, exit, and operate passenger vehicles, including ability to drive or ride as a passenger for extended periods.

TRAVEL:

Most travel will be limited to MBCI communities. Some overnight travel will be required to attend training sessions, meetings and other information-gathering opportunities. Long-term overnight travel will not be required.

QUALIFICATIONS:

1. Bachelor's degree from an accredited four-year college or university in an area of specialty relevant to this position; or at least five years of documented experience in the construction field or a related discipline requiring equivalent responsibilities as this position. Previous construction project accounting and administration experience is highly desirable;
2. Must possess proficient oral and written communication and presentation skills and be able to communicate effectively with a wide variety of people with diverse backgrounds, knowledge levels, and work responsibilities;
3. Must be able to efficiently and effectively handle multiple and shifting priorities while meeting tight deadlines;
4. Ability to utilize Microsoft Office Suite and adapt to other software products as may be necessary to accomplish Office of Construction Management goals;
5. Must currently hold and agree to maintain a valid driver's license with a clean driving record. Must be qualified to operate tribally-owned vehicles through Tribal Risk Management at the time of employment;
6. Must be able to effectively communicate and work harmoniously with coworkers and other individuals who may be involved in projects; and,
7. Must be able to receive and carry out verbal and/or written instructions.

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STATEMENT OF TRIBAL POLICY REGARDING INDIAN PREFERENCE:

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

"Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination."

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350