

**LAKE COUNTY  
POSITION DESCRIPTION**

**TITLE: CONTRACT ACCOUNTS MANAGER**

**DUTIES**

**GENERAL DESCRIPTION**

The general function of this position within the organization is to perform complex work related to the management of municipal contracts for the delivery of water and sewer services and systems oversight of the water billing processes. This position is under general direction.

**PRIMARY DUTIES:** *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Coordinates, evaluates, and administers municipal water and sewer services contracts.

Prepares price and cost analyses of water and sewer billing services, negotiate rates, terms and conditions of service contracts.

Administers contracts to assure that wholesale and retail services are rendered in compliance with the terms of agreement and rate ordinances.

Assists in the coordination of municipal and sanitary district business relationships with the County's water and sewer services.

Ensures that the water billing system, to include administrative and automated processes are operating efficiently; works with vendors to ensure contract compliance for outsourced services.

Ensures that billed water and sewer rates are in compliance with County Ordinances.

Supervises, participates in hiring, evaluates and administers corrective action when necessary to the water billing and accounting staff.

Performs contract administration - including serving as the liaison between vendors and County departments, compliance with contract terms and conditions, compliance with grant requirements; negotiation of contract amendments, extensions and change orders.

Analyze cost and pricing data and performs contract audits when required for vendor accounts, municipal contracts and individual customer accounts.

Assists in creating an annual operating budget and the administration of same.

All other related duties as assigned.

## CONTRACT ADMINISTRATOR

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

**DATA RESPONSIBILITY:** *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

**PEOPLE RESPONSIBILITY:** *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Negotiates, exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

**ASSETS RESPONSIBILITY:** *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving wide-spread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments, or for providing legal counsel to the elected officials.

**MATHEMATICAL REQUIREMENTS:** *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

**COMMUNICATIONS REQUIREMENTS:** *“Communications” involves the ability to read, write, and speak.*

Reads and interprets complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

**COMPLEXITY OF WORK:** *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressures.

## **CONTRACT ADMINISTRATOR**

**IMPACT OF DECISIONS:** *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

**EQUIPMENT USAGE:** *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**SAFETY OF OTHERS:** *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a bachelor’s degree from an accredited college or university with course work in finance, business or public administration.

Requires a record of continuing professional education and training to keep up-to-date with current practices, programs and technologies related to public finance.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

**EXPERIENCE REQUIREMENTS:** *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three to five years of progressively responsible experience in purchasing, including contract negotiations.

Requires knowledge of: business practices related to finance, budgeting, governing public procurement, including applicable rules and regulations; contract law; structure and organization of County government; principles of government accounting, program budgeting and statistics as they relate to contracting activities; computers, software programs such as word processing, spreadsheets, or custom applications.

## CONTRACT ADMINISTRATOR

Satisfactory combination of experience and education can be substituted in order to meet requirements.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

None

**SENSORY (ADA) REQUIREMENTS:** *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking abilities.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Lake County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*\* FLSA Disclaimer: MAG consultants are not attorneys and do not offer legal opinions. The exemption status of any job classification should be reviewed by competent legal counsel.*