



# COLORADO RIVER DISTRICT

PROTECTING WESTERN COLORADO WATER SINCE 1937

## **POSITION:**                      **Contract Administrator/Information Specialist**

### **POSITION SUMMARY:**

- Under minimal supervision, works with project managers to identify contract needs, and works with the legal department and project managers to prepare and implement contracts. Maintains detailed and organized contract files and tracks all administrative aspects of contracts. Maintains an auditable digital file for each contract. Prepares and disseminates information to appropriate employees regarding contract status, contract budgets, and facilitates in-house communication and meetings. Prepares contract amendments, monitors contract progress, including the status of the contract and deliverables. Prepares contracts for termination and ensures all deliverables have been received and final payments made.
- Works closely with the Director of Strategic Partnerships to execute and manage Community Funding Partnership (CFP) agreements by working with awardees to gather and finalize all required documents to execute the funding award and assisting with contract management and financial tracking of awards. Tasks include working with awardees to finalize their scope of work, budget, and insurance documents, reviewing and tracking invoices, reviewing progress and final payment requests, and assisting with records management.
- Works with the Chief of Operations and General Manager to analyze records management needs of the organization and develop policies, procedures, record retention schedules, disposition schedules, and disaster recovery plans for the organizations records. Assists with coordination of a records imaging system including development and maintenance of the system, troubleshooting, and training personnel. Works with contractors and consultants to maintain and implement records system solutions and digitize historical paper records.
- Reports to the Chief of Operations.

### **TYPICAL EDUCATION AND EXPERIENCE REQUIRED**

Highly skilled in administrative, legal and/or technical areas including advanced skills in computer and Microsoft Office programs gained through five plus years of extensive, high level administrative work experiences or equivalent combination of education and experience. Bachelor's degree in business or related area preferred.

### **SKILLS AND COMPETENCIES:**

In addition to the educational and experience requirements, the following skills are essential to the job:

- Excellent verbal and written communication skills with ability to communicate succinctly, effectively, and professionally.
- Extensive organizational and interpersonal skills, ability to work with interruptions and accomplish multiple tasks and assignments.
- Ability to work with professionals, the public, other organizations, and government agencies.
- Ability to oversee projects from inception to completion coordinating both internal and

external efforts.

- Teamwork, problem-solving, and leadership skills. Able to work collaboratively with River District staff.
- Ability to successfully oversee and achieve multiple projects while prioritizing a varied workload.
- Must possess advanced computer skills, including Microsoft Suite.

**ADDITIONAL PREFERRED SKILLS:**

- Experience with contract preparation, drafting, and tracking.
- Knowledge of Colorado water.
- Database management.

**ESSENTIAL FUNCTIONS:**

1. Serves as the primary contract administrator. Responsible for managing contracts, the contract database, and all associated files. Duties include assisting with contract development, administration, tracking, and analysis. Reviews and/or creates contract modifications, extensions, and closeout documents.
2. Assists with developing and implementing both physical and automated information systems. May assist with writing related documentation and providing necessary training to record users.
3. Works as a grant associate and contract administrator for the Community Funding Partnership with the Director of Strategic Partnerships. Works with program awardees to obtain all information necessary to execute funding award. Drafts and executes CFP agreements. Works with awardees to receive receipts and assists with approval of funding award payments.
4. Works extensively with Laserfiche (or other records management software), Project Management, and Office 365 programs.
5. Provide support and backup to the Paralegal with processing legal filings and other duties as needed.
6. Serves as backup to the Administrative Assistant and Executive Assistant with tasks including answering and routing phone calls, assembling mailings and arranging meetings & teleconferences, working with office equipment, etc.
7. Provide troubleshooting and problem-solving support for office and user equipment and software issues.
8. Performs other administrative duties as assigned.

**OTHER REQUIREMENTS:**

1. Performs other work-related duties as assigned by Chief of Operations, General Manager and/or General Counsel.