



**RAMSEY/WASHINGTON  
RECYCLING & ENERGY**  
CONNECTING VALUE TO WASTE

## **Job Title: Contract Manager**

### **BASIC FUNCTION:**

To analyze, develop, negotiate, implement and manage contracts; to prepare contracts within budget limits established by the Ramsey/Washington Recycling and Energy Board, or federal and state regulations in accordance with established Ramsey/Washington Recycling and Energy policies; to review contract performance and direct corrective action when appropriate; to assist in preparing Board and Committee documentation, and to perform related duties as assigned.

### **EXAMPLES OF WORK PERFORMED:**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Coordinate all aspects of Recycling and Energy contracts.
3. Work with the Joint Leadership Team to identify the appropriate procurement mechanism.
4. Work to ensure contract compliance and initiate corrective action as necessary.
5. Serve as the Recycling and Energy subject matter expert on contracting and procurement.
6. Work with Ramsey and Washington County Attorney Offices as necessary on all contracting and purchasing matters.
7. Work to ensure open, competitive and transparent contracting and purchasing processes and policies.
8. Coordinate all phases of contract preparation for Recycling and Energy.
9. Coordinate the preparation of Requests for Board or Committee Action related to contracts, and other items as assigned.
10. Analyze, develop, evaluate, and review contract proposals for conformance with established intent, reasonableness and allow ability of fiscal costs, and service delivery methodologies.

11. Analyze and collect data to monitor trends related to contract development and performance.
12. Analyze and interpret changes in laws, rules and regulations; implement these changes to ensure compliance as related to contract development and implementation.
13. Negotiate with vendors on contract terms, service expectations, budgetary factors, contract monitoring and performance outcomes, insurance issues and other contractual issues.
14. Review and analyze invoices and reports submitted by contractors for budgetary and outcome compliance and make recommendations to accounting and/or program managers.
15. Consult with vendors regarding contracting procedures and methods; may assist and guide provider through complex administrative procedures.
16. Prepare written reports, both internal and external, regarding individual contracts; groups of similar contracts; contract policy and procedures; problem areas or changes in rules and regulations. Prepare written recommendations as directed by the Joint Leadership Team.
17. Authorize and monitor payments to vendors in accordance with Recycling and Energy agreements and policies.
18. Conduct meetings with vendors and customers for the purpose of negotiating resolutions to contract problems or changes and plan future contract needs.
19. Conduct surveys to obtain comparable program and fiscal data to establish uniform or market rates for similar contracted services.
20. Manage grant application process by analyzing requirements, coordinating information gathering, and writing application to obtain funds for projects.

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20

**SUPERVISORY/MANAGERIAL RESPONSIBILITY:**

None.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with Recycling and Energy staff working as a team in contract development and implementation; and with vendors/customer management in contract development, implementation and compliance issues as well as discussing problems and conflicts related to contracted supplies and services. Weekly contact with the Ramsey and/or Washington County Attorney's Offices and Risk Managers concerning specific problems or issues, contract language, compliance issues and sign-offs. Weekly contact with Recycling & Energy Center management and staff. Monthly contact with Ramsey and/or Washington County departments to respond to concerns and policy issues, provide information, review contract compliance and participate in problem resolution; and with other funding agencies regarding grants, services, funding and compliance issues. Occasional contact with Ramsey/Washington Recycling & Energy Board members and aides.

**IMPACT ON SERVICES/OPERATIONS:**

Impact on the management of contracts for the delivery of effective and cost-efficient services in a variety of settings. Proper performance of duties assures that appropriate resources are available while maximizing limited financial resources. Improper performance could result in delayed payments to vendors, overcharges on agreements negotiated with vendors, interruption or denial of service delivery to Ramsey and Washington County residents and stakeholders, Recycling and Energy Board vulnerability to sanctions or litigation, and an inability to meet objectives.

**WORK ENVIRONMENT:**

Work is typically performed in an office environment, involving the operation of computerized office equipment and viewing a computer screen up to six hours daily.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of the mission, policies and procedures of Ramsey/Washington Recycling and Energy.
- Knowledge of management or organizational theory and techniques.
- Knowledge of Recycling and Energy programs, purposes, objectives and regulations, and funding sources.
- Knowledge of community resources.
- Knowledge of the principles and practices of budgeting and accounting.
- Skill in written and verbal communication.
- Skill in negotiation.
- Skill in use of various software programs, such as Office Outlook.
- Ability to establish effective working relationships with managers and staff at all organizational levels.
- Ability to plan, delegate and direct work in a team work setting.

- Ability to organize workload, meet deadlines and set work priorities.
- Ability to quickly comprehend and assimilate a large volume of new material.
- Ability to maintain goal-directed focus in diverse areas simultaneously.
- Ability to integrate conceptual and technical knowledge.

**MINIMUM QUALIFICATIONS:**

Education: Bachelor's Degree in business administration, public administration, accounting or a field related to the area assigned.

Experience: Four years of experience in contract management.

Preferred: Experience in government procurement, government accounting or public administration.

Substitution: A Master's degree in any of the above fields may substitute for two years of the experience requirement.