

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**TECHNOLOGY CONTRACT ADMINISTRATOR**

Spec No. 3240

**BASIC FUNCTION**

To provide all functions relating to contract administration for Department of Information Services (DIS). Responsibilities include the creation of contracts, review of contracts, negotiating contract terms and conditions, tracking contract obligations including renewal and termination clauses, resolving contract issues, coordination with Civil Department of the Prosecutor's Office, tracking and expediting approval through all administrative approvals, managing procurement activities within DIS, and tracking the effect of purchases and contracts on DIS cash balances.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develops, revises and coordinates new contracts or significant revisions to proposed contracts including Inter-local Agreements; ensures that completed contracts meet the intent and needs of contracting parties and all applicable requirements/guidelines.
2. Reviews and provides revisions to contracts, Inter-local Agreements, Requests for Proposal, Requests for Qualifications and other binding documents DIS may propose or receive, this includes all agreements DIS enters into whether negotiated or not.
3. Negotiates contract terms and conditions for DIS and Snohomish County ensuring the intent of the agreement is met and providing protection for Snohomish County in the event of non-performance or other problems with the agreement.
4. Develops and maintains a method of tracking all contract obligations including renewal and termination clauses, promised actions, services to be provided or performed and all date related actions. Ensures the compliance to contract obligations by Snohomish County and all other parties to the agreements.
5. Coordinates DIS Contracts and related matters with other Snohomish County departments including the Prosecuting Attorney's Civil Department, Purchasing, and any other involved departments.
6. Tracks and ensures prompt attention to documents and materials submitted by DIS through any administrative or oversight processes within Snohomish County. Ensures submitted items are accurate and comply with required and/or established procedures.
7. Provides oversight and direction to procurement activities with DIS ensuring adherence to established administrative procedures.
8. Provides a focal point within DIS for tracking the effect of purchases and contracts on the DIS Fund Balances and Cash Flow. Provides periodic forecasts of the DIS Fund Balances and assists in the development and tracking of the DIS budget.

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**TECHNOLOGY CONTRACT ADMINISTRATOR**

Spec No. 3240

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in a related field and three (3) years experience that includes a combination of contract administration, demonstrated technology knowledge or computer-related contract laws; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- general contract law; Washington State Code pertaining to contracts;
- word-processing, spread sheet, database and related technical knowledge;
- fundamental financial and accounting principles;
- Uniform Commercial Code.

Ability to:

- analyze and resolve contract and contract related issues;
- communicate effectively, both verbally and in writing;
- establish and maintain effective working relationships with other departments;
- work in a deadline driven environment;
- exercise good judgment as to when to act independently and when to refer situations to higher authority.

PHYSICAL EFFORT

The employee is required to lift up to forty (40) pounds.

SUPERVISION

The employee reports to and receives direction from the Division Manager or other administrative superior as assigned. The employee may supervise temporary or administrative staff as assigned. The work is performed with considerable independence in accordance with established policies and procedures.

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**TECHNOLOGY CONTRACT ADMINISTRATOR**

Spec No. 3240

WORKING CONDITIONS

The work is performed in a normal office environment. The employee is on-call during off duty hours and may be required to work evenings, weekends and holidays as necessary to meet deadlines.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1998  
Revised: July 2001  
EEO Category: 2 – Professionals  
Pay Grade: 241 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous