

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for developing, negotiating, renegotiating and monitoring a large number of contracts for the Syracuse Regional Airport Authority (SRAA). Under supervision of the Executive Director, an employee in this class meets with vendors, tenants and other parties and negotiates or renegotiates the terms and conditions of contracts. Does related work as required.

TYPICAL WORK ACTIVITIES

- Reviews, standardizes and clarifies contract terminology, documentation and administrative procedures.

- Develops routine to complex contract formats and composes contracts, agreements, amendments, cooperative agreements and other related documents.

- Prepares bid specifications and conducts requests for quotations (RFQs) and requests for proposals (RFPs).

- Works with airport General Consultants to prepare contract documents for construction projects and administers the bidding process.

- Interacts with vendors, tenants, and other outside parties during the negotiation/re-negotiation of contracts and other agreements.

- Ensures that all contracts and agreements are prepared and administered in conformance with local, state, and federal requirements applicable to the Authority.

- Conducts research and analysis and makes recommendations relating to the policies involving Authority contracts and agreements.

- Resolves problems of delivery, quality of contracted goods and services.

- Utilizes electronic systems for contract writing, contract management and contract reporting in accordance to agency policies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Good knowledge of laws, codes and regulations relating to contracting for a NYS public authority, in general, and the SRAA in particular.

- Good knowledge of contract bidding procedures.

- Good knowledge of basic budgetary practices and terminology.

- Working knowledge of federal, state and local regulations regarding lease and concession agreements.

- Working knowledge of the form and content of leases and concession agreements.

- Working knowledge of computer applications associated to the position.

- Ability to work effectively with vendors, tenants, engineers, and municipal officers.

- Ability to interpret standard contract language.

- Ability to monitor, coordinate and negotiate contracts.

- Ability to communicate effectively both orally and in writing.

- Ability to maintain accurate records and files while carrying out assigned agreements and/or contracts from inception to completion.

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in business administration, public administration, accounting, finance, human resource, or a closely related field; and, four (4) years of work experience, or its part time equivalent, in *contract administration.

Note: Successful completion of a Juris Doctor (J.D.) degree from an accredited law school may be substituted for up to three (3) years of the required work experience; successful completion of a Paralegal Certificate may be substituted for up to two (2) years of the required work experience.

*Contract Administration includes duties such as procuring supplies and services; reviewing requisitions; determining appropriate methods of procurement; reviewing specifications; awarding contracts.