

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Contract Manager

Location: 20 N. Swinton Avenue

Reports to:

Title: CRA Finance and Operations Director

Level/Grade:

Pay Range:
\$58,000-\$82,000

Type of position:

- ☒ Full-time
- ☐ Part-time
- ☐ Contractor
- ☐ Intern

Hours: 40/week

- ☒ Exempt
- ☐ Nonexempt

General Description:

This is a responsible, detail-oriented professional position performing a broad range of services related to the management and administration of the agency's various contracts and agreements. Responsibilities include coordination and oversight of contract requirements, including timelines, deliverables, terms and conditions, payment schedules and other relevant matters. Includes Interlocal agreements, construction contracts, leases, maintenance agreements, etc. Manages real estate agreements, oversees property management functions such as arranging for routine maintenance, oversight of property maintenance contracts and project files, etc. Assists Economic Development and Finance staff in coordination of grant and loan agreements.

Duties & Responsibilities:

- Ensure the review, approval and execution of contracts and agreements in accordance with established procedures and guidelines.
- Ensure that applicable procedures and guidelines are clear, effective, and comply with current law.
- Prepare, organize and maintain contract records and files documenting performance and compliance
- Coordinate with Assistant Director and Project Manager on CRA construction projects including solicitation and review of bids and proposals, contract award and oversight
- Manage property Purchase and Sale Agreements including appraisals, due diligence requirements, updating of property schedules and reports, coordinating with Finance on insurance and tax issues.
- Prepare project status reports and board agenda items as needed
- Monitor requests for payment in accordance with contract draw schedules, assist in oversight of contracts to identify issues and determine corrective action
- Assist with periodic site visits to ensure compliance with schedules and property maintenance
- Assist with monitoring of project schedules and permitting processes including federal, state and local regulatory requirements.
- Perform contract closeout activities
- Review pay requests and purchase orders for maintenance activities and projects
- Other duties as assigned.

Education, Skills & Experience Requirements:

- Bachelor's Degree along with a minimum of three (3) years of general clerical experience for a construction company, development company or related business; or equivalent combination of education and experience
- Ability to keep track of and manage details of jobs, contracts, acquisitions, maintenance schedules, etc.
- Knowledge of governmental procedures and operations
- Ability to interact well with others and positively represent the CRA within the community
- Knowledge and understanding of construction procedures and contracts
- Experience with bidding procedures, project scheduling, and contracts/agreements
- Ability to prepare and monitor project schedule
- Knowledge of MS Office Systems.
- Knowledge of mathematics and computations
- Understanding of cost accountability
- Ability to communicate well, both orally and written
- Ability to handle multiple concurrent tasks and responsibilities
- Must be detail-oriented, self-motivated and proactive

Approved by: CRA Executive Director

Created 5/28/15