



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.

CONTRACT MANAGER

Wage: \$59,737.60 to \$71,032.00 DOE/Q

City and Borough of Sitka seeks a qualified team member to fill the full-time, permanent position of the Contract Manager. The successful candidate will manage the Contract Division. Coordinates, monitors and review professional service contracts, construction contracts, and other service agreements. This work is performed under the direct supervision of the Public Works Director.

Work Schedule: Full time, Monday-Friday, 8 am - 5 pm.

Benefits:

PERS Defined Contribution Retirement
SBS Annuities program - 6.13% match
Employer Paid Life Insurance (employee and dependents)
Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)
Annual Leave & Sick Leave
Paid Holidays
Floating Holidays
Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed
Eligible for Supplemental Insurance Plans with USAble, AFLAC, American Fidelity and State of Alaska

Tasks:

- Prepares contract documents, tracks contractor submittals, prepares pay requests and change orders and correlates project expenditures with the Finance Department.
- Serves as a liaison between departmental staff and other agencies involved in the contract development and approval process.
- Assists with annual budget process.
- Processes purchase orders for contracts, including generating material receipts, establishing vendors and implementing an accounting system.
- Provides Notary services to the Department and the public.
- Processes vehicle and surplus equipment sale bids.

Providing for today...preparing for tomorrow

- Monitors janitorial Contracts for the City.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Responsible for fulfilling the role of Disadvantage Business Enterprise (DBE) Liaison Officer for the City and Borough. In this capacity, the Contract Manager is responsible for implementing all aspects and requirements outlined in the City and Borough's approved DBE Program, in accordance with regulations of the U.S. Department of Transportation 49 CFR, Part 26. Specific responsibilities and duties of the DBE Liaison Officer are listed in the DBE Program.
- Develop and maintain city bid site.
- Performs other related duties as assigned.

Acceptable Experience and Training:

- Graduation from an accredited college or university with a Bachelor's Degree in Business or related specialty; and
- Minimum of 5 years related office experience, preferably within a municipality; or
- Minimum of 2 years capital contract administration; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Skills and Requirements:

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, which permits the employee to review documents in electronic and hardcopy form.
- Sufficient manual dexterity which permits the employee to operate computers and related equipment.
- Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer and keyboard.
- Travel as required.

Submit Application to Human Resources via hr@cityofsitka.org. or turn it in to Room 300, City Office Building. **Job application and description on City and Borough of Sitka's website. Open Until Filled.**