

# JOB DESCRIPTION

Benchmark Job #254

Ministry: Environment  
Branch: Corporate Services  
Location: Southern Interior Region

Working Title:  
Level:  
Classification:

**Regional Contract Officer**  
Range 15  
Administrative Officer

## PRIMARY FUNCTION

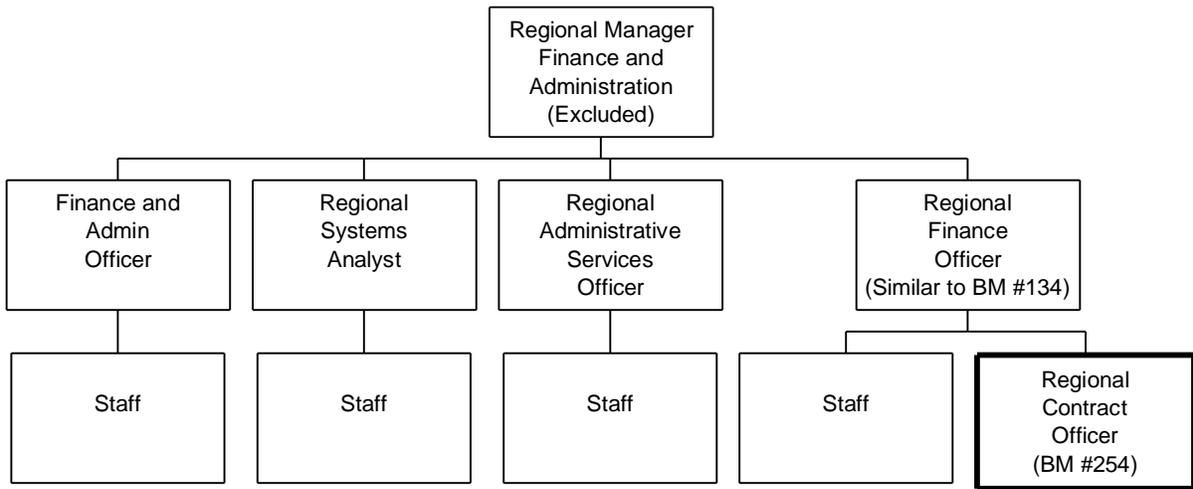
To administer regional contract activities including preparing, tendering, awarding and administering all aspects of a wide variety of contracted services.

## JOB DUTIES AND TASKS

1. Establishes regional contract guidelines, procedures and formats
  - a. develops contract guidelines in conjunction with program managers and ministry staff to ensure contract terms and conditions meet government and ministry policies and program needs
  - b. develops a procedures manual, information materials, standard forms for contracts and standard procedures for all regional contracting activities
  - c. develops procedures for pre-contract appraisals of contractors and potential recipients of financial assistance, in conformity with ministry policies
  - d. ensures that contracts are written, tendered, let and administered in accordance with ministry policies
  - e. administers regional contracts for seven different program areas including general contracts, professional services contracts and contracts established under special programs
  - f. administers the contract tendering and bidding processes and administers follow-up procedures
  - g. sets up and maintains the contract tracking system and related contract documentation
2. Prepares contract wording, terms and conditions
  - a. prepares draft contracts in conjunction with managers, contract clerks and ministry solicitors ensuring compliance with ministry and central agency policies and guidelines
  - b. selects appropriate contract language from pre-approved formats and recommends terms and safeguards, contract milestones and payment schedules for inclusion in final contracts
  - c. ensures contractors have appropriate bonding, insurance and other safeguards in order to minimize liability and risk to the ministry
  - d. prepares final contracts for signature and obtains necessary approvals from ministry, program managers and central agency
  - e. prepares amendments to contracts and ensures they are signed by authorized signing authorities
3. Provides advice as the regional contract administrator
  - a. assembles relevant information and compiles bidding documents and information packages in consultation with managers and contract clerks
  - b. advises managers and contract clerks on elements of risk including insurance and bonding requirements
  - c. provides guidance and advice in the establishment of special provisions and terms of reference
  - d. assists managers and contract clerks in determining scope of advertising, advertising period, pre-tender meeting dates, if required, and closing dates for proposals
4. Provides financial support to contract administration activities
  - a. monitors contract performance to ensure compliance with contract terms by discussing with program staff
  - b. provides advice to line managers and other regional staff regarding contract disbursements
  - c. ensures tender evaluation information is checked by appropriate spending authority
  - d. recommends further action when non-compliance issues are raised such as when payment terms and contractor's invoices are not consistent, when contractor is not able to complete the terms of the contract or when the product does not meet contract requirements
  - e. ensures supporting documentation for the verification process and/or audit trail is obtained
  - f. participates in operational audits of the regional contract administration function
5. Performs other related duties
  - a. provides guidance and training to regional staff on contract administration procedures
  - b. maintains a contracts records administration system, computerized status log and database of all regional contracts and provides up-to-date reports to program managers and staff

ORGANIZATION CHART  
Benchmark Job #254

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## REASON FOR CLASSIFICATION

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Job Title: Regional Contract Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the goals and objectives of the contract administration program and related policies and procedures to develop regional contract administration guidelines, and procedures for the assessment, awarding, monitoring and overall administration of regional contracts for seven different program areas.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to apply structured study, analysis and interpretation of contracts and choose an approach using a combination of accepted contracting procedures to interpret contract requirements, select contract content in conjunction with program staff, amend contracts, recommend action relating to non-compliance and establish guidelines for the administration of regional contracts.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Discretion required to exchange information needing an explanation of contract policies and procedures and specifics of contracts with contractors and regional staff.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a keyboard to produce contracts, reports, memos and spreadsheets with some speed to meet contract deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general ministry procedures or instructions, selects alternative courses of action to coordinate administrative procedures for contract administration, develop regional contract administration procedures, select appropriate contract language and monitor contracts for performance and compliance.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Significant financial responsibility to select standard or pre-approved contract language to prepare preliminary draft contracts.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to set up and maintain a multiple user contract monitoring/tracking system.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training on contract administration to regional staff.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently visually examine contracts for accuracy and completeness.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to view computer screens and contracts.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealings with upset contractors regarding financial matters such as contract disbursements or terms.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 559.5**

**Level: Range 15**