



CONTRACT ADMINISTRATOR

The Atlanta BeltLine is the largest revitalization effort in the history of Atlanta, encompassing almost 20 percent of the city. It features 22 miles of light-rail streetcar transit, several crosstown streetcar transit line extensions to serve the city's inner core, 33 miles of paved urban trails, over 1,300 acres of new parkland, 46 miles of streetscapes and intersection improvements, one of the South's largest installations of public art, brownfield reclamation, and the creation of 5,600 affordable housing units and 30,000 jobs in the neighborhoods surrounding the underutilized and abandoned railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all programs and projects.

Atlanta BeltLine, Inc. (ABI) is seeking a Contract Administrator who will perform a variety of duties supporting all departments within the organization. This position will be responsible for the administration of contracts from a variety of sources to include but not limited to federal, state and grant funding. The Contract Administrator will also be responsible for enforcing ABI's procurement policies and procedures as well as state and federal laws for all contracts.

The Contract Administrator will report directly to the Director of Procurement and work closely with all ABI departments including Design and Construction, Real Estate, Housing, Economic Development, Legal and Finance, to name a few.

PRIMARY RESPONSIBILITIES

- Collaborate with project managers to become knowledgeable about the scope of work
- Coordinate the review of draft contracts and proposed amendments with the Chief Finance Officer, Director of Procurement, General Counsel, and originating department
- Manage the Bonfire Contract Management module
- Track/update the status for contract documents (procurement contracts with documents that may expire throughout the contract i.e., licenses, insurance, certifications, etc.)
- Track/verify DBE certification, proposed utilization, and actual utilization
- Review contract change orders for contract compliance and DBE utilization
- Track DBE pay requests per contract compliance
- Performs cradle to grave contract performance evaluations with ABI project managers.
- Facilitates contract kick-off and close-out meetings with the contractor and ABI PM
- Enforces compliance with ABI Procurement Policies and Procedures
- Reviews language and submittals (bonds/insurance) in contracts/agreements to ensure compliance with State law and ABI policy, proposes alternate language, requests revisions, negotiates terms in conjunction with the General Counsel, and recommends execution of contracts/agreements by the appropriate signatory
- Works with General Counsel to ensure contract compliance for DBE participation and risk management

- Develops and maintains an effective working relationship with vendors, contractors and consultants, and fosters relations between product and service suppliers and all ABI departments
- Other related duties as assigned.

SKILLS & QUALIFICATIONS

EDUCATION

- Bachelor's degree in Business, Finance, Management or other related field.
- A recognized procurement designation or an equivalent combination of education and experience in contract management/administration may be considered.
- Applicants who have completed courses in Supply Chain Management Professional (SCMP), National Institute of Public Procurement (NIGP), National Education Consulting, Inc. (NECI) or another recognized program would be appreciated.

CERTIFICATIONS

Applicants shall possess one or more of the following certifications: National Contract Management Association (NCMA), ISM Certified Procurement Manager (CPM), NIGP CPPB or CPPO are preferred. Other state or nationally recognized contract certifications may be considered.

EXPERIENCE & REQUIRED SKILLS

Minimum of five years contract administration experience required with eight or more years of experience preferred. Administration of federal and state funded projects strongly preferred.

Successful candidate should also have the following:

- Exercise discretion, ethics and tact while protecting confidential information.
- Experience preparing RFP's, RFQ's and Bid small and large-dollar contracts.
- Experience evaluating or monitoring contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations.
- Extensive construction services background and experience.
- Strong knowledge of local government, federal, and State of Georgia procurement regulations specifically related to infrastructure, transportation, and construction procurement.
- Familiarity with American Institute of Architects (AIA) pay application format.
- Strong organizational, record/document tracking, and multi-tasking skills.
- Excellent computer skills with MS Office Suite, contract management and other types of software.
- Demonstrated ability to maintain confidentiality and manage sensitive issues.
- Ability to work collaboratively in a dynamic team-oriented decision making environment, involving accelerated program delivery.
- Concentration, accuracy, and attention to details.
- Personal integrity and excellent communication skills, both orally and in writing to deal effectively with the public and staff.

How to Apply:

Interested candidates should submit a cover letter and resume to jobs@atlbeltline.org

Atlanta BeltLine, Inc. is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Equity Note: Research suggests that women and Black, Indigenous and other persons of color are less likely than men and white job seekers to apply for positions unless they are confident they meet 100 % of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills and abilities that you demonstrate, using an intentional equity lens.

