

**Contract Administrator
Job Content Prioritization**

The job content for the functions of the Contract Administrator has been organized into major categories listed in the Category table below. Please prioritize the categories from most to least important, relative to each other. If you believe that the most important category is Technical, place a 1 in the Priority column in the Technical row. If you think that Technical is the least important, place a 4 in the Priority column in the Technical row.

The Topic Areas tables that follow the Category table contain topic areas associated with each major category. For example, the Decision Making and Organizing category has seven topic areas associated with it. If you believe that Decisiveness is the most important topic area in the Decision Making and Organizing category, place a 1 in the Priority column in the Decisiveness row. If you think that Decisiveness is the least important topic area, place an 8 in the Priority column in the Decisiveness row. You use the number 8 because that is the total number of topic areas in the Decision Making and Organizing category. Please complete this process for all tables. Thank you.

Remember: 1 = most important
 The total number of topic areas in a specific category = least important.

Category Prioritization		
Category	Description The category contains the following topic areas:	Priority
Interpersonal Skills & Communication	Interpersonal skills, oral communication, written communication, collaboration, influencing/negotiating, conflict management, training, personality factors, reading comprehension	
Decision Making & Organizing	Decisiveness, internal controls/integrity, creative thinking, problem solving, flexibility, self-direction, analyzing, evaluating	
Operations Management	Operations management, project management, client orientation, external awareness, internal awareness, organizing and planning	
Technical	Technical competence, technical systems, personnel laws, rules, and regulations, contract laws, statutes, policies, and rules	

Topic Area Prioritization		
Category: Interpersonal Skills & Communication		
Topic Areas	Description	Priority
Interpersonal skills	Consider needs and feelings of others, develop and maintain relationships, adjust approaches to people and situations, be straightforward and tactful, exhibit civility, be approachable and personable, act professionally	
Oral communication	Effectively express information, make clear presentations, make convincing oral presentations, listen, facilitate exchanges of ideas, ask clarifying questions	
Written communication	Be organized and succinct, use correct English, produce written material appropriate for the audience, translate contract language into layman's terms	
Collaboration	Work with others to achieve goals, pull people together, facilitate cooperation, foster commitment	
Influencing and negotiating	Persuade others, negotiate with vendors on behalf of customers, negotiate with customers on behalf of vendors, negotiate with the Attorney General's Office, negotiate for mutually acceptable solutions, form useful alliances, gain cooperation	
Conflict management	Manage and resolve conflicts, confrontations, and disagreements, exhibit ability to disagree without escalating differences and present the opposing side, understand others perspectives	
Training	Help others learn through formal or informal methods, provide constructive feedback	
Personality factors	Be conscientious	
Reading comprehension	Comprehend written material, apply what is learned from written material, retain facts from readings	

Topic Area Prioritization		
Category: Decision Making & Organizing		
Topic Areas	Description	Priority
Decisiveness	Make well-informed decisions, make timely decisions, perceive implications of decisions, commit to action, use sound reasoning, demonstrate assertiveness in decision-making	
Internal controls and integrity	Maintain integrity of the department, display high standards of ethical conduct, exhibit trustworthiness, maintain high level of intellectual energy, attend to details, deal calmly with high-stress situations	
Creative thinking	Develop new insights	
Problem solving	Identify problems, determine accuracy of information, use sound judgment in evaluating alternatives and making recommendations, find alternative solutions	
Flexibility	Remain open to change and new information, adapt behavior and work methods, deal effectively with pressure and ambiguity	
Self-direction	Demonstrate belief in own abilities and ideas, display motivation and results-orientation, recognize own strengths and weaknesses, seek feedback, display a high level of initiative, work with minimal supervision, display a professional image, seek opportunities for self-development, be well-mannered	
Analyzing	Analyze issues and information, assess acceptable level of risk, minimize risk, distinguish between relevant and irrelevant information, use sound reasoning	
Evaluating	Monitor the progress of and evaluate the outcomes of contract plans	

Topic Area Prioritization		
Category: Operations Management		
Topic Areas	Description	Priority
Operations management	Use the contracting process life cycle checklist, choose the correct contract type for the situation, use appropriate contract forms and templates, use appropriate contracting technique, understand the contract approval hierarchy, understand the scope of services, handle requests for contract information, know departmental processes, discuss contract issues with the contract monitor, keep abreast of latest contract training, anticipate components of the contract	
Project management	Review contracts for current procurement requirements, track progress of contracts, identify and mitigate risk, mediate disputes between vendors and customers, seek remedies when contract clauses are not fulfilled, close the contract on final execution, process changes to the contract, write the contract, work closely with program managers, know program deliveries, compare vendor and state needs	
Client orientation	Assess customer needs, seek to satisfy customer needs, be committed to providing quality products and services, be committed to improving services, respond fairly to parties to contracts, communicate effectively with parties to the contract, understand the operations of the client organization	
External awareness	Keep up-to-date on departmental policies and procedures	
Internal awareness	Understand where the department is headed, know the department's functions	
Organizing & planning	Prioritize many types of contracts, manage time spent on organizing contracts, do needs assessments with customers, anticipate potential threats or opportunities, coordinate between the contractor and divisions	

Topic Area Prioritization		
Category: Technical		
Topic Areas	Description	Priority
Technical competence	Use knowledge acquired through contract training or experience, understand and apply procedures, requirements, regulations, and policies, maintain credibility	
Technical systems	Use Microsoft office, use typing skills	
Personnel laws, rules, and regulations	Adhere to all personnel laws, rules, and regulations, adhere to all departmental policies	
Contract laws, statutes, policies, and rules	Adhere to all contract laws, statutes, policies, and rules, adhere to tax laws that apply to contracting, review legislation, laws, and statutes, follow appropriate routing procedures for contracting, understand what is allowable in a contract, address contract problems, understand the difference between contractor and employee, understand the difference between what the contractor wants and what the state can do, adhere to the State's contracts manual	