

## JOB DESCRIPTION

JOB CODE 2CB131 2CB133 2CB336 2CB439 2CB542 2CB644	POSITION TITLE <p style="text-align: center;"><b>CONTRACT ADMINISTRATOR FAMILY</b></p> APPROPRIATE DEPARTMENTS <p style="text-align: center;"><b>FINANCE</b></p>	DATE <p style="text-align: center;"><b>DEC 1995</b></p> SUPERSEDES <p style="text-align: center;"><b>Pg 1 of 4</b></p>
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**POSITION SUMMARY:**

Perform or direct the performance of all functions of administration of contracts, including data compilation, proposal preparation, prenegotiation research, contract negotiation, contract review, preparation of contract briefs and contract close-outs.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Receive and review the requirements of customer RFP/RFQ. Where applicable, submit the RFP/RFQ to the bid committee for bid/no-bid determination. Prepare a BPI for those requirements which receive a bid decision. In the case of follow-on business or a change proposal neither of which require bid committee review, prepare the necessary BPI to start the actions required to prepare a responsive proposal/quotation.

Review terms and conditions, soliciting advice from the Legal department when required.

Prepare the initial draft of the proposal/quotation and secure proper management review and approval.

Participate with Estimating, Program Office, Engineering and other concerned disciplines in the preparation of a prenegotiation plan of action (negotiation base or objective).

Support customer fact finding/cost analysis.

Negotiate the cost, terms and conditions, specifications and statement of work on new contracts and changes with customers arriving at the most beneficial contractual arrangement possible.

Review contracts/contract modifications to insure that they comply with the negotiated agreements and secure necessary approvals.

This description portrays in general terms the type and level(s) of work being performed and is not intended to be all-inclusive, nor to be a listing of any one incumbent. It is understood that incumbents in higher classifications may be required to provide orientation, guidance, and work direction to incumbents in lower classifications.

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### PRINCIPAL DUTIES AND RESPONSIBILITIES: (continued)

Issue or modify sales orders to authorize the performance of the work called for in the contract/modification.

Follow up on company performance during life of contract to assure satisfaction of conditions.

Maintain continuous customer interface and develop customer relations.

Perform or direct the performance of work required to close out contract.

### POSITION REQUIREMENTS:

#### CONTRACT ANALYST ASSOCIATE

SG 31

Assists senior personnel in the negotiation and administration of contracts. Incumbents in this classification are familiar with FAR and solve problems of limited scope and complexity. Follows specific, detailed instructions under close supervision. Requires a bachelors degree or equivalent related experience.

#### CONTRACT ANALYST

SG 33

Prepares, negotiates, and administers small, less complex contracts and/or aids senior personnel in the administration of more complex subcontracts. Incumbents in this classification should possess a working knowledge of the FAR and the basic principles, theories and concepts for contract negotiation and administration. Develops solutions to a variety of problems of moderate scope and complexity. Work is performed under general direction and is reviewed only for soundness of judgement and overall adequacy and accuracy. Requires a bachelors degree or equivalent plus a minimum of two years of related experience.

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CONTRACT ANALYST SENIOR

SG 36

Prepares, negotiates, and administers contracts of a complex nature. Incumbents in this classification should possess a comprehensive knowledge of the FAR and the principles, theories and concepts for subcontract negotiation and administration. Develops solutions to a wide range of problems of unusual complexity. Work is performed without appreciable direction and is typically reviewed only upon completion for adequacy in meeting objectives. Requires a bachelors degree or equivalent plus a minimum of four years of related experience.

CONTRACT ADMINISTRATOR

SG 39

Prepares, negotiates, and administers highly complex subcontracts and/or those of a dollar volume such that they have a significant impact on the company's business position. Incumbents in this classification should possess a thorough knowledge of the FAR and extensive experience in the field developing solutions to complex problems which often require the use of ingenuity and innovation. Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and assignments. Requires a bachelors degree or equivalent plus a minimum of eight years of related experience.

PROGRAM ADMINISTRATOR

SG 42

Oversees the preparation, negotiation, and administration of complex subcontracts and is responsible for those major contracts for which erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the division. Serves as prime consultant and spokesman for the organization in matters related to policies and procedures, programs, capabilities, and long range goals and objectives. Incumbents in this classification should possess an extensive knowledge of the FAR and be able to apply and develop advanced concepts and techniques to resolve problems requiring a high degree of ingenuity and innovativeness. Work is performed under consultative direction toward pre-determined long-range goals. Requires a bachelors degree or equivalent plus a minimum of fourteen years of related experience.

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## CONTRACT MANAGEMENT SPECIALIST

SG 44

This classification will only be used for special situations where the incumbent and/or the job is considered to be of the utmost criticality to the Division. Typically, no more than 10% of the incumbents in this job family will be at this level. Incumbents in this classification are experts in their field, and work on problems of the highest level of complexity and importance. Requires a bachelors degree or equivalent plus fourteen years of experience.

**NORTHROP GRUMMAN**