



CBCOG Title: Contract Coordinator

Department: Economic Development

Reports to: CBCOG Director of Planning and Economic Development

Directs: None

Dimensions: Full Time

**Summary:**

Contract Administrator is responsible for maintaining contracts and tracking performance to ensure successful project completion. This position manages contracts throughout their lifecycle—from execution through closeout—while ensuring compliance with applicable policies, timelines, budgets, and performance requirements.

**Duties:**

- Administer and maintain contracts, agreements, and related documentation for projects and services.
- Track contractor and vendor performance to ensure compliance with contract terms, milestones, and deliverables.
- Monitor contract timelines, deliverables, amendments, and expiration dates.
- Coordinate with project managers, finance staff, legal counsel, and external partners to resolve contract-related issues.
- Review invoices, payment requests, and supporting documentation for accuracy and compliance.
- Maintain organized physical and electronic contract files and databases.
- Assist with contract closeout, including final documentation, performance review, and retention release.
- Assist with grant applications to ensure requirements are met.
- Track contract compliance requirements and reporting obligations.
- Provide regular status updates and performance reports to management.
- Support procurement processes, including contract amendments, renewals, and modifications, as needed.
- Ensure contracts align with organizational policies, funding requirements, and applicable regulations.



## Required Qualifications

- Minimum of two years of experience in contract administration, procurement, project administration, or a related role.
- Bachelor's degree in business administration, public administration, management, or a related field (or equivalent combination of education and experience).
- Strong attention to detail and organizational skills.
- Ability to manage multiple contracts and deadlines simultaneously.
- Effective written and verbal communication skills.
- Proficiency with Microsoft Office and contract or project tracking systems.

## Preferred Qualifications

- Experience in public-sector, planning, infrastructure, or grant-funded environments.
- Familiarity with procurement regulations and contract compliance requirements.
- Experience supporting multi-year or multi-stakeholder projects.

Salary: \$58,000 - \$68,000 DOE

Employer paid health insurance to include vision and dental coverage

Retirement 2:1

Vacation

Sick leave

11 Paid Holidays

To apply, send a resume and cover letter to [mafuso@coastalbendcog.org](mailto:mafuso@coastalbendcog.org)

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