



Make working for
The City work for you.



Contract Administrator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Contract Administrator with the IT Cloud and Vendor Management Services team, you will work with various partners to manage contracts for Information Technology (IT) goods and services so that The City's business interests are protected. Primary duties include:

- Attend vendor negotiations to record and/or formulate terms and conditions.
- Prepare and coordinate vendor health checks to proactively manage vendor performance.
- Manage software maintenance and subscriptions – negotiations, purchases and renewals.
- Review documents and ensure contract compliance and financial commitments are met.
- Licensing harvesting and managing vendor portals to support compliance and cost effectiveness.
- Communicate with vendors for contract compliance, escalation and/or follow up.
- Work with City business units to formulate and/or amend terms and conditions that protect the City's business interests.
- Ensure that our partners are aware of The City's procurement, privacy and security policies.
- Work with applicable City business units to finalize the completion of legal agreements.
- Consult with applicable City business units on procurement strategies.
- Negotiate with vendors to ensure timely, accurate, and cost-effective supply and delivery of contract services for Information Technology.
- Review and respond to contract queries from business units and vendors.

Qualifications

- A completed 2 year diploma in a recognized Legal Assistant Program with courses specific to contract law and business administration.
- At least 3 years of work experience in a high-volume contract administration setting including direct experience working with technology licensing agreements.
- Intermediate proficiency in the Microsoft Office Suite (Outlook, Word, Excel and PowerPoint) and telecommunications software (for example: Teams, video conference calling).
- Preference will be given to candidates with experience using BMC Remedy, Vendor portals, Oracle/ PeopleSoft Financial & Supply Chain Management (FSCM) including APWorkflow, SAP-Ariba, Enterprise Connect Power BI Dashboards.
- Success in this position requires strong communication, organizational skills, and a high attention to detail.

Pre-employment Requirements

- A security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 2 Temporary (up to 18 months & 24 months)
Compensation: Pay Grade 8 \$35.51 – 47.49 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Information Technology
Location: 133 6 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: April 1, 2024
Job ID #: 309568

Apply online at www.calgary.ca/careers