



## City of Houston Contract Administrator

<b>SALARY</b>	\$2,471.27 - \$2,981.57 Biweekly	<b>LOCATION</b>	Houston, TX
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	38039
<b>DEPARTMENT</b>	Houston Airport System	<b>DIVISION</b>	HAS- 1140.1000 -INF Maint Mgmt
<b>OPENING DATE</b>	01/29/2026	<b>CLOSING DATE</b>	2/4/2026 11:59 PM Central

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### POSITION OVERVIEW



**Applications will be accepted from: All Persons Interested**

**Division/ Section: HAS - Infrastructure**

**Workdays & Hours: Monday to Friday – 8:00am – 5:00pm.**

#### **PURPOSE OF DIVISION**

The purpose of the Infrastructure Division is to manage the life cycle of the infrastructure assets at the Houston Airports (HAS) and ensure the on-time delivery of capital renewal projects. The Infrastructure Division supports the safe, secure, efficient, operation and the five-star service of the three HAS airports. This support is done through effective asset management, project controls, design management, and project delivery.

#### **PURPOSE OF THE POSITION**

The Contract Administrator is responsible for processing Other Service Requests (OSR's) and Change Orders (CO's) that initiates the required procedures for requesting work or services outside the normal scope of basic services for assets that are maintained by outsourced contractors at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD). The Contract Administrator will manage day-to-day activities of contracts that are required under the scope of work. Additionally, assess financial, administrative, and operational audits of areas as required by policies and procedures of the contract.

***"Candidates must be able to obtain all security required badge access including Custom Border Patrol access within 6 months from the hire date."***

**The Contract Administrator responsibilities of this position include, but are not limited to:**

- *Uses analytical ability to obtain and interpret data and compiles complex reports in a logical manner in order to select the correct action. Requires a thorough understanding of both theoretical and practical aspects of contract management.*
- *Review and ensure deliverables from contracts are received as required by contract.*
- *Follows up management on contract compliance issues.*
- *Maintains current and accurate records on leasehold information; conducts inventories and ensures compliance with agreements.*
- *Interprets contract documents and assists in the resolution of disputed issues.*
- *Works with finance groups and other City departments to resolve problems regarding agreements.*
- *Works with operational personnel to ensure compliance with agreements.*
- *Coordinates with other City departments on issues related to processing contract documents.*
- *Research contract issues and prepare information relating to contracts, agreements and practices;*
- *Drafts correspondence to various individuals relating to established agreements.*
- *Prepares bids, processes specifications, tests and progress reports, and other exhibits that may be required.*

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditioning. Requires the ability to make simple gross motor responses within large tolerances.

**MINIMUM REQUIREMENTS**

**EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Public Administration, Business Administration, Government or closely related field.

**EXPERIENCE REQUIREMENTS**

Two years of contract compliance or other related professional analytical compliance experience are required.

Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.

**LICENSE REQUIREMENTS**

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

**PREFERENCES**

***\*\*Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary***

***for competent discharge of the duties involved in the position applied for, such persons are among the most qualified***

***candidates for the position, and all other factors in accordance with Executive Order 1-6.\*\****

**GENERAL INFORMATION**

**SELECTION/SKILLS TESTS REQUIRED**

The selection process will involve application review and/or interview. Department may administer skills assessment test.

**SAFETY IMPACT POSITION - YES**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

## Pay Grade 22

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

### APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period. Applications must be submitted online at: [www.houstontx.gov](http://www.houstontx.gov).

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call (281-233-1043). If you need login assistance or technical support call 855-524-5627. If you need special services or accommodations, call (281-233-1043). (TTY 7-1-1) **Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.**

Applicants are encouraged to attach a cover letter and resume along with their completed application when applying. For further information pertaining to the Houston Airport [https://www.youtube.com/watch?v=EDWLV\\_sJFoM](https://www.youtube.com/watch?v=EDWLV_sJFoM).

### EOE Equal Opportunity Employer

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

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#### Employer

City of Houston

#### Address

901 Bagby St

Houston, Texas, 77002

#### Website

<https://www.houstontx.gov/>

## Contract Administrator Supplemental Questionnaire

### \*QUESTION 1

Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?

☐ Yes

☐ No

**\*QUESTION 2**

Are you a Houston Airport System employee?

☐ Yes

☐ No

**\*QUESTION 3**

What is the highest level of education you have completed?

☐ High School Diploma/GED

☐ Associate's degree

☐ Bachelor's Degree or higher

☐ No degree

**\*QUESTION 4**

Please indicate the degree concentration you obtained ("See Resume" is not acceptable, if statement does not apply, please insert N/A)

**\*QUESTION 5**

How many years of professional contract compliance experience do you possess?

☐ Less than 2 years of experience

☐ 2 years to 4 years

☐ 4 years to 6 years

☐ 6 years to 8 years

☐ 8 years of experience

☐ No experience

**\*QUESTION 6**

Based on the years of experience selected on Q#5, please explain your professional experience. ("See Resume" is NOT an acceptable answer. If No experience, please type "N/A").

**\*QUESTION 7**

Please select the types of Contracts that you have worked with most frequently.

☐ Service Agreements

☐ Financial

☐ Compliance

☐ Other

**\*QUESTION 8**

If you selected "Other" on Q#7, please explain. ("See Resume" is not acceptable, if statement does not apply, please insert N/A)

**\*QUESTION 9**

Have you worked with Contract Management software?

☐ Yes

☐ No

**\*QUESTION 10**

If you answer "Yes" to Q#9, please provide an example with Contract Management software and which tools are you most familiar with? ("See Resume" is not acceptable, if statement does not apply, please insert N/A)

**\*QUESTION 11**

How would you ensure that all Financial Contracts are structured, monitored, and executed in a way that meets both legal requirements and the strategic objectives of the organization, while minimizing risks?

**\*QUESTION 12**

Please specify your level of familiarity with the OnBase application. If No experience, please enter N/A.

**\*QUESTION 13**

Do you have experience using SAP for Contracts and Financial reporting?

☐ Yes

☐ No

**\*QUESTION 14**

If you answer "Yes" to Q#13, please provide your level of experience using SAP for Contracts and Financial reporting. ("See Resume" is not acceptable, if statement does not apply, please insert N/A)

**\*QUESTION 15**

To what extent have you worked with Pivot tables?

**\*QUESTION 16**

Do you have previous experience working with a Construction Management software program similar to Procore?

☐ Yes

☐ No

**\*QUESTION 17**

Please provide an example on how do you deal with ambiguity in financial data or when there's incomplete information?

**\*QUESTION 18**

Please select the type of certification that you possess.

☐ CFCM

☐ CPCM

☐ Other certification

☐ No certification

**\*QUESTION 19**

Are you a City of Houston employee?

☐ Yes

☐ No

**\*QUESTION 20**

**Do you have a valid and current Driver's license?**

☐ Yes

☐ No

**\* Required Question**