



T U L S A

PUBLIC SCHOOLS

**Job Title:** Bond Contract Administrator

**Department:** Bond  
**Reports To:** Director, Bond Projects  
**Grade:** CA-12  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** October 01, 2012  
**Overtime Status:** Non-Exempt

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**Position Summary:** Develops contracts, Board Agenda items, site financial allocation spread sheets, maintains summaries of all bond expenditures, acts as liaison between Bond Department and sites concerning expenditures, assembles materials for Bond Oversight Committee reports and Bond Project Selection Committee.

**Minimum Qualifications/Job Requirements:**

**Education:**

- BA/BS in Business/ Communications or ten (10) years experience in an operational environment.

**Specialized Knowledge, Licenses, etc:**

**Experience:**

- 5 Years in high level administrative function

**Specific Training/Skills:**

- Microsoft Word and Access, Excel, Power Point, Financial Systems

**Other:**

- Strong verbal communication and interpretative skills.
- Knowledge/experience with Munis system and component modules.

**Customer Contacts (Internal and External):**

Internal: Virtually all areas of the District from secretarial to Department Heads

External: Vendors/Contractors, members of Citizen Bond Committees, District Legal Firm

**Essential Job Functions:**

- Contracts:
  - Develop contracts by interpreting relevant data from Project Specifications Manual, Bid Package Information, and Architectural drawings to develop contracts for the applicable Bond and Facilities projects. Value of contracts are approximately \$30 million per year. (30%)

- Agenda Items:
  - Develop Items from various projects requiring Board approval for all Bond projects insuring they are presented in time lines specified by Competitive Bid and internal requirements. (25%)
- Fund Tracking:
  - Help monitor tracking mechanisms and summary reports for encumbrances and expenditures of all bond funds to ensure compliance with arbitrage requirements.
  - Create and maintain allocation information for each phase of bond and interpret and communicate information to sites as necessary.
  - Maintain proper order of invoices/pay applications from vendors and distribute to relevant department personnel for review and approval.
  - Maintain log of payments to outside professionals and special programs (QSCB).
  - Routine interface with Accounting/Purchasing concerning invoice payments
  - (15%)
- Requisitions:
  - Enter Bond Department requisitions for expenditure of bond funds requiring contracts.
  - Screen all District Bond Requisitions utilizing Bond Funds to verifying it complies with bond legal requirements and that various account codes are correct.
  - Act as a resource for schools concerning inquiries on spending bond funds.
  - Effect budget transfers as needed.
  - Maintain proper order of invoices/pay applications from vendors and distribute to relevant department personnel for review and approval.
  - Maintain log of payments to outside professionals and special programs (QSCB).
  - Routine interface with Accounting/Purchasing concerning invoice payments.
  - (20%)
- Bond Oversight/Development Committee:
  - Assemble various materials necessary for producing bi-monthly Bond Oversight Committee report.
  - Interface with citizen members concerning members concerns and meeting schedules.
  - Prepare Minutes from each Oversight meeting for distribution.
  - (10%)

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