

Missouri Department of Transportation Job Description

Job Title: Contract Monitoring Coordinator

Title Code: R04019

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Audits & Investigations, Business Development & Compliance

Effective Date: 06-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

Audits & Investigations

The contract monitoring coordinator oversees the construction contract monitoring function, monitors the construction industry for contractor fraud, waste and abuse, and performs complex special reviews requiring a high level of analytical, audit, business or construction expertise. Responsibilities are performed under general supervision.

Business Development & Compliance

The contract monitoring coordinator oversees small business development and monitoring of federal aid contracting requirements for contractors and consultants. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Public Administration, Criminal Justice, Economics, Finance, Statistics, or related field.
- Six years of experience in positions demonstrating knowledge and application of business practices, statistical analysis, and construction industry practices.

Special Working Conditions/Job Characteristics

- Audits & Investigations: Job requires occasional, statewide and out-of-state, overnight travel.
- Business Development & Compliance: Job requires regular, statewide and out-of-state, overnight travel.

- A postsecondary degree is the best measure to ensure candidates possess required knowledge in data analytics, market analysis, statistical analysis, economics, business law, accounting, and technical writing.

Examples of Work

Audits & Investigations

1. Conducts comprehensive market analysis through analyzing bids, price trends, business relationships, and contractors' market behavior and assesses the impact of monthly construction contract awards on general competition.
2. Oversees the monitoring of competition in the construction industry, including policies and procedures related to statistical analysis, record keeping, and reporting of pre-letting, pre-award, and post-award bid programs.
3. Reviews itemized bid tabulations against bidders' proposals, including reviewing contractors' bids after letting to compare cost estimates, detect unbalancing, locate other discrepancies and make recommendations to management for bid award or rejection based on competition related issues.
4. Provides opinions to management concerning the relevance of specific awards to anti-trust concerns and fraud in the construction industry.
5. Works with other divisions and units to sustain accurate, complete data from proposal, bidding and contract management activities.
6. Plans, conducts, and oversees complex audits and special reviews of construction contracts; writes reports summarizing work performed, problems noted, and recommended corrective action.
7. Plans, directs, and conducts complex monitoring of suspected fraud, waste and abuse; assists the investigation unit with interviewing witnesses and subjects and in the preparation of cases; testifies at hearings and other legal proceedings as necessary.
8. Acts as a liaison with federal, state, and local law enforcement agency officials, as well as professional and regulatory organizations and unions to gather information and evidence and resolve contracting issues and concerns.
9. Coordinates the development or implementation of new software systems and analytical tools as necessary; manages and coordinates information technology improvement projects.
10. Develops and conducts training programs on anti-trust violations and fraud, waste and abuse in the construction industry; provides support and coordination for users of databases and computer systems used to detect fraud.
11. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.

12. Performs other responsibilities as required or assigned.

Business Development & Compliance

1. Manages the equal employment opportunity and affirmative action programs for external employment, Disadvantaged Business Enterprise (DBE) certification, participation and verification, Small Business Enterprise (SBE) certification, on the job training (OJT), contract compliance Title VI, Americans with Disabilities Act (ADA), and contract compliance.
2. Oversees the implementation of the DBE Supportive Services and OJT Supportive Services federal program funds budget; prepares proposals and requests for federal funding; verifies federal performance measures and authorizes expenditures in compliance with the federal work plan.
3. Develops and conducts training programs small business development, contract compliance, Title VI, ADA and on the job training programs; provides support and coordination for users of databases and computer systems used to detect fraud.
4. Supervises the day-to-day activities of the business development and compliance division, including team building, leadership development, assignment of duties, review of progress, performance management, accountability and development and training.
5. Ensures program budgets are monitored and effectively managed; assists in preparation of division operational budget.
6. Maintains knowledge of regulatory policy and legal material relevant to federal regulations; implements and manages policies for compliance with all programs and current laws.
7. Reviews records, data and correspondence pertaining to regulatory matters including communication within the department and with the Commission, industry and outside entities.
8. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
9. Performs other responsibilities as required or assigned.